



**MINUTES OF FINANCE COMMITTEE MEETING**

Thursday 16 December 2021 at 7pm

Thornton Room of the Annexe, Audlem Public Hall

**Present:** Cllr P Salt, Cllr D Winskill, Cllr M Duys **In attendance:** Clerk O Hembry

In the absence of committee chairman J McGregor, Cllr M Duys proposed Cllr D Winskill seconded and the committee resolved to appoint Cllr P Salt as acting chair for the meeting held on 16 December.

**1. Public forum.**

There were no members of the public present.

**2. Apologies.**

There were apologies from Cllr J McGregor and Cllr J Bower.

**3. Declaration of interests**

There were no declarations of interest.

**4. To confirm the Minutes of the meeting held on 16 November 2021.**

Cllr P Salt proposed, Cllr M Duys seconded and the committee **resolved** to approve the minutes of the meeting held on 16 November 2021.

**5. Matters arising from the meeting held on 16 November 2021.**

There were no matters raised.

**6. To approve the bank reconciliation up to the December 6 statement date, or the latest date available.**

Bank reconciliations were available to the November 6 and December 6 bank statements. Cllr P Salt proposed, Cllr D Winskill seconded and the committee **resolved** to approve the bank reconciliations to November 6 and December 6.

Table showing some figures from the bank reconciliation to November 6

Petty Cash	£159.17
Deposit Account	£118,411.38
Current account	£40,872.24
Total	£159,442.79

Table showing some figures from the bank reconciliation to December 6

Petty Cash	£159.17
Deposit Account	£118,412.35
Current account	£40,580.97
Total	£159,152.49

**7. To approve the schedule of available payments and receipts.**

Cllr P Salt proposed, Cllr M Duys seconded and the committee **resolved** to approve the schedule of payments.

**Approved payments schedule:**

143 Repairs & Renewals	Rogers Masonry	£708.00
144 Public Cons Cleaning	3 Counties Cleaning	£390.00
145 Public Cons Heat, Light & Water	Water Plus	£123.50
146 Grant application	ADAS	£500.00
147 HMRC Tax & NI (Month 7)	HMRC	£213.32
148 Admin costs (Wages)	Clerk	£1,396.97
149 Street Cleaning (Wages)	Lengthsman	£442.56
150 Public Cons Repairs and Renewals	Steve Potter Property Maintenance	£194.71
151 Website maintenance (November)	Then Media	£51.60
152 Website maintenance (December)	Then Media	£51.60
153 Newsletters & promotional printing	Audlem Printers	£240.00
154 Pension Contributions	NEST	£32.27
155 Pension Contributions	NEST	£130.95
156 Admin costs	Shires Pay Services	£29.40
157 Room Hire	Audlem Public Hall	£48.00
158 Public Cons Heat, Light & Water	EDF Energy	£33.00
159 Public Cons Consumables	PHS Group	£288.22
160 HMRC Tax & NI (Month 8)	HMRC	£555.27

Voucher 148 Admin costs (Wages) includes overtime for August, Sept, Oct approved at Finance Committee meeting on November 16.

Cllr D Winskill proposed, Cllr P Salt seconded and the committee **resolved** to approve the schedule of receipts.

**Approved receipts schedule:**

15 Bank interest	Santander	£1.01
16 Parish Compact	Cheshire East Council	£1,150.00
17 Bank interest	Santander	£0.97

**8. To review progress on the change of bank mandate details with Santander.**

Forms to add Cllr J McGregor and Cllr P Salt have been completed and taken to a branch with required documentation and a copy of the signed Minutes noting the addition of the signatories.

**9. To review the setting of the budget for the 2022/23 year.**

Budget planning reports have been circulated to members. Cheshire East Council have requested the return of the precept notification form by Friday 14 January for the financial year commencing 1 April 2022. The draft budget proposal was discussed. The Clerk to make updates to proposal and recirculated paperwork to members. The budget proposal is to be considered by the Parish Council meeting scheduled for Monday January 10. A budget working group meeting was provisionally scheduled for 2pm Wednesday 5 January.

**10. To agree a date for the next meeting of the Finance Committee**

The next meeting of the Finance Committee was scheduled for 7pm Tuesday 18 January. The meeting closed at 8.15pm

It was **resolved** to approve the minutes of the last meeting held on 16 December 2021 which were signed by the Chair of the meeting as a true record on 25 January 2022.

Signed:

Position:

O Hembry  
Clerk