



MINUTES OF FINANCE SUB COMMITTEE MEETING (FSC)

Wednesday 7 July 2021 at 6pm

Youth Club Room of the Annexe, Audlem Public Hall

PRESENT

Cllr M Duys, Cllr P Salt, Cllr C Gresty, Cllr D Winskill, Cllr J Bower, Clerk O Hembry, Interim Clerk P Barton.

1. Public Forum

There were no members of the public present.

2. To appoint chair for the meeting

Cllr M Duys took the Chair for the meeting.

3. Apologies

There were no apologies.

4. Declarations of interests

There were no declarations of interest.

5. Minutes

The Minutes of the last meeting held on 28 April 2021 were approved and have been signed by Cllr P Salt as a true record of the meeting.

6. Matter arising

- Cllrs P Salt and C Gresty signed updated bank mandate documents for the Santander account.
- It has previously been approved to add Clerk O Hembry to the Santander bank account. This is to be presented for formalising at the next Parish Council meeting on July 12.

7. To review the bank reconciliation report to June 30.

- The bank reconciliation report to June 30 was approved.

Balances were agreed and approved were as follows:

Petty Cash	£83.62
Deposit Account	£118,406.41
Current account	£40,304.05
Total	£158,794.08
Less Unpresented Payments	£905.27
Adjusted Bank Balance	£157,888.81

8. To approve payments schedule to July 31.

The payments schedule from June 8 to July 31 was approved.

Street Cleaning Wages	Pension Contributions	NEST	Confidential
Admin costs	Payroll Services	Shires Pay Services	£36.00
Grant app re flags	Grant	DSL Daily Supply	£149.90
Training	Training	ChALC	£85.00
Grant app re ADAPT	Grant	ADAPT	£172.80
Training	Training	ChALC	£30.00
Public Cons Consumables	Public Conveniences	PHS Group	£204.52
Staff Pension	Pension Contributions	A J Bell (Barclays)	Confidential
Admin costs	Pension Contributions	NEST	Confidential
Street Cleaning Wages	Salaries - Street Cleaning	Lengthsman	Confidential
Admin costs	Salaries - Admin	Clerk	Confidential
Admin costs	Salaries - Admin	Interim Clerk	Confidential
HMRC Tax & NI	Salaries - Admin	HMRC	£592.57
HMRC Tax & NI	Salaries - Admin	HMRC	£343.46
Website maintenance	Website	Then Media	£51.60
Office Sundries (Zoom)	Office Expenses	Zoom	£14.39
Postage	Office Expenses	Post Office	£7.65
Public Cons Cleaning	Public Conveniences	3 Counties Cleaning	£435.00
Public Cons Heat, Light &	Electricity supply	EDF Energy	£60.00
Turnpike Field Development	Turnpike Field Capital Ex	Landmark	£2,979.58
Newsletters & promotional	Around Audlem Newsletter	Audlem Printers	£240.00
Training	Training	ChALC	£30.00
Admin costs	Payroll Services	Shires Pay Services	£44.10

9. To review the flexed monthly report on budgeted receipts and payments for the first quarter.

- It was agreed to accept the flexed monthly budget report.
- This was the first occasion that this report had been produced, with discussion on how the information is displayed. Budgets can be spread monthly, quarterly or weighted manually into specific periods, with receipts and payments displayed versus budget by cost code.
- The budget reports display figures excluding VAT because there is an expectation that VAT will be recovered, i.e. these reports display the true cost versus the budget by cost code.
- This is different to the bank reconciliation report which deals with total figures as they are paid and received, and therefore includes VAT. The VAT is paid at the point a payment is made, with any recovery recorded at the point it is received.

10. To consider £303.60 due to Rostons Land & Property Specialists for work related to Long Hill Moss rental agreement.

The committee agreed to discuss this item confidentially.

11. To consider the ongoing Zoom registration

It was agreed to cancel the Zoom account, which can be restarted at short notice.

12. Items subject to ongoing or periodic review as required.

- **To review progress on opening an account with CCLA.** It has been previously agreed to open an account. It was agreed to recommend that the next full Parish Council meeting finalises the individual signatories to the account.
- **Churchfields Conservation Area.** Mowing has been undertaken as part of current contract agreement at no additional cost.

13. To set a date for the next meeting of the committee:

The date of the next meeting has been set as Wednesday 6 October 2021 at 7pm at the Youth Club Room of the Annexe, Audlem Public Hall.

The meeting closed at 7.30 pm

It was **resolved** to approve the minutes of the last meeting held on 7 July 2021 which were signed by the Chair of the meeting as a true record on 6 October 2021.

Signed:

Position:

O Hembry

Clerk