

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL FINANCE COMMITTEE  
HELD AT Mellor Methodist Church ON TUESDAY 12  
JULY 2022 COMMENCING AT 7.00 PM**

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**Present:** Cllr. Nick Marsden Cllrs. John Hymas, Mick Venables.

**Also in attendance,** Cllr. Anne Mellor & Parish Clerk

**1. To appoint Chairman of Mellor Parish Council Finance Committee**

**1.1 RESOLVED that Cllr. Hymas be appointed Chairman of the Finance Committee**

**2. To receive and approve apologies for absence**

2.1 Apologies had been received from Cllr. Walsh, which were accepted.

**3. To receive declarations of pecuniary or personal interest**

**3.1** There were No Declarations Made

**4. Financial Matters and Accounts To approve: Bank balances £59,868.28 + £26,094.41 MVH Floor fund + £1,199.72 Scholarship Fund + £74.52 investment Account To consider & approve Mellor Current Account Bank Reconciliation to date**

4.1 Members noted the bank balances & reconciliation which had been circulated

4.2 Clerk explained the background to Investment Account which had been a Reserves Account at a time when interest rates were significant

4.3 Members agreed that research was needed on background of and any reason to continue with Scholarship Account, this being tied into a Registered Charity.

**5. To further consider any grant to be awarded to Mellor Junior Football Club(MJFC)**

5.1 Members had met with MJFC Chairman who showed them round & explained the shortfall in funds. Lease documents & Governing Document had been supplied, noting that the Lease had a further 13 years to run. Members noted that the Club was thriving, supporting many Mellor youngsters, fundraising had been carried out, but there was still much work needed for flooring & plumbing.

**RESOLVED that a Recommendation be put to Council that £5000 be donated for flooring work, with acknowledgement in MJFC Accounts & publicity, including a plaque.**

**6. To consider and approve any actions for Mellor Community Association(MCA): to accept any report regarding the floor at Mellor Village Hall then to consider and approve any actions regarding reserves held against MVH floor damage**

6.1 Members recalled that Mellor Parish Council had, by MCA previous Chairman's request made an insurance claim which had been settled by Loss Assessor & Parish Council held the claim, net of fees as a Reserve. No Report on the floor had been received. A discussion took place regarding VAT position on the use of the Reserve on flooring & Clerk was asked to seek further advice from RVBC Finance Officers & contacts at Chipping Village Hall.

**7. To consider any financial considerations from the Play Area Working Party including update on CCTV at Village Halls.**

7.1 Clerk reported that Sarah Wells (RVBC Partnership Officer) was looking into initiatives & funding to assist with anti social behaviour issues, noting that funding would be difficult if reports have not been made to Police.

7.2 Cllr. Marsden reported on his recent visit to Chipping, noting that cameras were hard wired in, monitored in a secure office at Village Hall, installed by Black Box (Chorley) . Members wished to consider other wifi connected options which could be monitored by a secure, dedicated mobile phone when necessary.

7.3 Play Area Working Party had not met but were to be asked to look for quotes for surface to connect existing equipment and from picnic bench to the single gate, with full notes to be taken.

7.4 It was noted that the Open Area was a separate Working Party from Play Area Working Party.

**8. To consider any financial implications for Staff changes: Employer's NIC, Pension requirements, handover & training costs**

8.1 Cllr. Colborn was looking at the contract for Assistant Clerk. Starting salary had been approved, however details for Employer's NIC contributions & Pension contributions were unknown. Clerk's salary had been increased to factor her role in mentoring & Members agreed a spreadsheet to show alternatives on a monthly basis would be useful.

8.2 Initial training had been approved by Council, 2 webinars at £20 each, Clerk was to arrange with Assistant Clerk.

**9. To consider and recommend to Council any transfers between bank accounts**

9.1 Members discussed this & agreed that Bank Accounts be simplified as far as possible with the intention of holding one account, but reserves noted within that account.

**10. To consider & recommend to Council the process for Internet Banking policy, with any changes this means for Financial Regulations and Standing Orders**

10.1 Council had approved Standing Orders & Financial Regulations in April 2022, which were intended to cover Internet Banking options. Cllr. Hymas agreed to look into the actual process with Lloyds Bank, checking this will concur with Council documents. Following this a motion to be put before Council to include the term "...subject to Finance Committee ensuring a robust process for the delivery detail..".

**11. To consider and recommend to Council any changes to Scholarship Fund, with awareness that this is a Registered Charity with Mellor Parish Council as Sole Trustee**

11.1 This matter was deferred to a later meeting in order to allow research time

**12. To consider & recommend to Council any alterations to Budget 2022.23**

12.1 Members considered the existing Budget under its headings, noting there was room for movement within grants to award & Village improvements to be made. No recommendations to or from Working Parties were available at this point.

**13. Matters brought forward by members and Staff FOR INFORMATION ONLY**

13.1 Clerk informed Members that she was dealing with a number of relatively minor queries from External Auditor

13.2 Cllr. Hymas updated on the kissing gate part of Footpaths project & the separate project he had been approved to head for EV Car Club, outside direct scope of Parish Council

13.3 Members agreed that a motion should go before Council that Finance Committee incorporate any Assets Committee.

**14. To set the date for the next Meeting (Parish Council to meet Thursday 01 September 2022 then 06 October 2022)**

14.1 The next Meeting of Finance Committee was set for 25 August at Mellor Methodist Church

**Chairman thanked all for their input & closed the meeting at 8.52 pm**