

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL FINANCE COMMITTEE
HELD AT Mellor Methodist Church ON THURSDAY 25 AUGUST 2022 COMMENCING AT 7.00 PM**

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

Also in attendance, Parish Clerk & Assistant Parish Clerk

1. To receive and approve apologies for absence

1.1 Apologies were received from Cllr. Walsh due to other commitments

RESOLVED that those apologies be accepted & approved

2. To receive declarations of pecuniary or personal interest

2.1 There were No Declarations of Interest made

3. To accept & approve the Minutes of Mellor Parish Council Finance Committee Meeting held on 12 July 2022

3.1 Minutes of Mellor Parish Council Finance Committee Meeting held on 12 July 2022 had been published and it was

RESOLVED that the Minutes of the Finance Committee held on 12 July be accepted and approved

4. Financial Matters and Accounts To approve: Bank balances £54,737.21 + £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 figures as given & the bank reconciliation had been circulated. It was noted that some information may be more easily demonstrated & Assistant Clerk was asked to look into this

RESOLVED to approve bank balances & reconciliation

5. To consider and approve any actions for Mellor Community Association: 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

5.1 Cllr. Marsden reported on a conversation with MCA Chairman & that no decision would be made by MCA until at least the end of September. No actions were to be taken regarding reserves held.

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

6.1 It was noted that Play Area Working Party was to meet on 26 August 2022. It was also noted from the recent visit that Chipping had a system which was hard wired. That system had been installed by a company by a Mellor resident who would informally look at the Play Area & advise if he could.

7. To consider any financial implications for Staff changes: handover & training costs –

7.1.1 Assistant Clerk wishes to attend ILCA training as a preliminary to CiLCA cost £120 + VAT

RESOLVED that, as this was part of necessary training required by her contract, Finance Committee approved this request & would notify Council at the next Council meeting.

7.2 Members looked at potential budget figures for the salary implications for the current year.

8. To consider and recommend to Council any transfers between bank accounts, or closure of any account

8.1 Members considered that Scholarship Fund must remain as a separate account, linked to the Registered Charity, but more detail was needed. Members then considered Investment Account & felt this should have balance transferred to Current Account, Investment Account to be closed. Options were discussed for potential interest bearing account: this to be deferred but reviewed as an ongoing consideration.

RESOLVED to recommend to Council that Investment Account balances be transferred to current account & Investment Account be closed.

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

9.1 Draft papers regarding this item had been circulated, including discussions held with Lloyds Bank. Following discussion it was

RESOLVED that Finance Committee recommend to Council to accept Cllr. Hymas proposal that "Mellor Parish move to internet banking as soon as feasible, but no later than 01 January 2023, with signatories

to remain the same (Cllrs. Brunskill, Hymas, Marsden & Venables) and that the implementation of the process be delegated to Mellor Parish Council Finance Committee”

10. 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 This item was dealt with at Item 8.

11. To consider & recommend to Council whether LANPAC subscription should be paid as a joining fee

11.1 LANPAC application form had been circulated & its contents were noted. There was no material benefit in joining and no recommendation to join. Membership was to be monitored.

12. To consider & recommend to Council whether any donation to NW Ambulance would be appropriate to cover costs for CPR Training

12.1 Members considered the support already provided by NW Ambulance in terms of advice & potential training. Signage for defibrillators was noted as needed & Clerk was asked to investigate. It was **RESOLVED that Finance Committee recommend to Council an initial donation of £200 for NW Ambulance**

13. To consider & recommend to Council Ribble Valley grass cutting contract for 2022/23 year (£1288.78 +VAT, an increase of 3.00% over 2021/22 price)

13.1 Members noted the 3% increase in grass cutting contract which was considered very reasonable **RESOLVED that Grass cutting contract with RVBC 2022/23 be recommended for Council approval**

14. To consider & recommend to Council any alterations to Budget 2022.23

14.1 The Existing approved Budget had been circulated. Members had also received the Actual Cashflow, showing current figures against Budget. This included £5000 to Mellor Junior Football Club. Also of note was the contract offered by EDF for lights at War Memorial. No decision was made on budget alterations. **RESOLVED to inform Council of EDF contract figures & recommend that EDF contract be terminated, without replacement, due to the high & increasing energy costs.**

15. Matters brought forward by members and Staff FOR INFORMATION ONLY

15.1 Clerk had been informed of brambles encroaching on War Memorial & she was asked to seek quotes.

15.2 Land opposite 29 Mellor Brow had been researched & found to be Parish Council owned. Assistant Clerk was to investigate registering this with Land Registry.

15.3 Previous discussion had included joining any Asset Committee as part of Finance Committee. This was to be an urgent agenda item, with Terms of Reference to be agreed by Council

15.4 Future budget discussion item may need to include the additional staff time taken up with Freedom Of Information requests, particularly if this leads to further involvement by Information Commission

15.5 Following a recent incident when a payment could not be made to a new contractor, Cllr. Marsden agreed to research a purchase order process so that any suppliers would be aware of arrangements for approval of payment between Council meetings.

16. To set the date for the next Meeting

16.1 Date of next Finance Committee Meeting was set for 29 September 2022, to consider draft budget with requests for items from Council. It was noted that Council would meet on 06 October 2022

Chairman thanked all for their input & closed the meeting at 8.20 pm