

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL FINANCE COMMITTEE
HELD AT Mellor Methodist Church ON THURSDAY 27 OCTOBER 2022 COMMENCING AT 7.00 PM**

Present Cllrs. John Hymas Chairman of Committee), Quentin Colborn, Nick Marsden & Mick Venables.
Also in attendance, Parish Clerk & Chairman of Mellor Community Association up to Item 7 of agenda

1. To receive and approve apologies for absence

1.1 There were no apologies

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 25 August 2022

3.1 Minutes of Mellor Parish Council Finance Committee Meeting held on 25 August 2022 had been published and it was

RESOLVED that the Minutes of the Finance Committee held on 25 August 2022 be accepted and approved

4. Any Matters arising from those Minutes FOR INFORMATION ONLY

4.1 Members noted that suggested Finance Committee for 29 September did not take place as the Meeting would have been inquorate.

7. To consider and approve any actions for Mellor Community Association(MCA): regarding the floor at Mellor Village Hall noting that Finance committee has delegated powers to progress this action

7.1 Members agreed that Chairman brought forward this item of the agenda.

7.2 MCA Chairman joined discussion for this item. He confirmed verbally that Revised Quote dated 22.09.22 was the preferred option of MCA Trustees & this was to be confirmed in written form, with MCA Minutes confirmation, together with the preferred choice of colour. MCA Chairman also confirmed that the new floor would cause no issues against earlier grant funded improvements.

7.3 Mellor Parish Council Minute 8 of 06.10.22 states **"RESOLVED Council to delegate to Finance Committee the handling of the process and MPC will keep the remaining balance until the work has been completed in full."**

7.4 Finance Committee on Parish Council's behalf therefore

RESOLVED to accept Dynamik revised quote ref 104417/3 dated 22.09.22 & to place the order, once colour has been confirmed, noting that final payment will not be made until Chairman of Mellor Community Association has confirmed satisfactory completion of the contract.

7.5 MCA Chairman then shared proposed developments for the Village Hall, inside and out, before thanking Members & leaving the Meeting.

5. Financial Matters and Accounts To approve: Bank balances £48,960.05 + £26,094.41 MVH Floor fund + £1,218.15 Scholarship Fund

To consider & approve Mellor Current Account Bank Reconciliation to date (attached as Cashbook)

5.1 Members noted that Investment Account has been closed

5.2 Bank & cashbook details had been circulated prior to the meeting & it was

RESOLVED that Bank Reconciliation was correct

6. To consider and approve any recommendation to Council for any changes to policies & delegated powers in amalgamating Finance Committee with previously proposed but not adopted Assets Committee

6.1 Members discussed the wording of an amalgamated Finance & Assets Committee Terms of Reference and it was

RESOLVED that the Draft document be recommended for approval & adoption by Parish Council

7. To consider and approve any actions for Mellor Community Association: regarding the floor at Mellor Village Hall noting that Finance committee has delegated powers to progress this action

Need to be checked and approved

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

8.1 Play Area WP had not met. Members noted that CCTV installation would be costly & therefore need justification, based on need and following proper process.

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 Members noted that Parish Council Minute from 01.09.22 stated” **RESOLVED – Council to delegate powers for all responsibility of implementing internet banking to Finance Committee, with an expected completion date of 01 January 2023**” A discussion document had been circulated by email 19.08.22 & it was considered vital that anti-fraud process was ensured. Clerk was asked to look into the exact process for amending Lloyds bank mandate to incorporate internet banking & report to Finance Committee.

9.2 Details of any changes to Financial Regulations need to be checked and approved. Clerk to circulate.

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

10.1 Existing approved Budget for the year 2022/23 had been circulated and was discussed, with no amendments being made. No quotes were available for suggested Play Area repairs, or other works, but sufficient leeway was included in the budget figures.

11. To consider and recommend to Council Budget 2023 / 24 with recommended Precept

11.1 A lengthy discussion took place, Members were particularly aware of the need for prudence in the current economic climate, whilst ensuring sufficient services were maintained for residents. Planned Expenditure for 2022/23 was considered to leave a likely closing bank balance of £20,000.

11.2 During this discussion, Members

RESOLVED that the Meeting could continue beyond two hours in order to complete the agenda

11.3 Discussion then focused on increasing the Budget & Precept by a small percentage in line with inflation, or no rise from current precept of £25,000 which would severely restrict any village improvements. It was

RESOLVED that Draft Budget & Precept be circulated to Council with options on 5% rise or no rise in Precept to be determined by Council.

11.3 Clerk was asked to clarify RVBC position & timetable for RVBC Council Tax 2023/24 decisions

12. To consider any Land Registry update and actions needed with any budget for this

12.1 Due to Assistant Clerk’s absence, this Item was deferred.

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

13.1 Members discussed the basis for Asset Register: whether this should be at Commercial Value (which could increase Insurance Premium) or whether Community Value was more relevant. Clerk was asked to seek guidance.

13.2 Clerk has obtained mandate forms for Scholarship Charitable Fund held at NS & I. It was

RESOLVED that Assistant Clerk be first named signatory (for all correspondence) and remaining two of any four signatories be as Lloyds Bank (Cllrs. Brunskill, Hymas, Marsden & Venables). Assistant Clerk to complete the process.

13.3 Cllr. Marsden updated Members that he had spoken with One Stop who would purchase a sign for the Defibrillator, but he suggested that Parish Council financially support the payment, as per agreed budget. Members were in agreement with this outcome.

13.4 Clerk made Members aware of the confusion regarding retention of Electricity supply to the War Memorial & the option to continue to pay Standing Charge or to remove the meter at a cost of £80. All were in agreement that EDF be instructed that the meter be removed.

14. To set the date for the next Meeting Members considered & agreed that a Meeting be held Thursday 26 January 2023 , with date to be confirmed

Chairman thanked all for their input & closed the meeting at 9.35 pm