

Local Government Act 1972
MELLOR PARISH COUNCIL FINANCE AND ASSET COMMITTEE
MINUTES

THURSDAY 23rd NOVEMBER 2023 at

St Mary's School, Mellor

commencing at 7.00 p.m

Cllr Venables welcomed all to the meeting.

Those present:

Cllrs Venables, Fletcher, Colborn, Mellor and the Clerk

No members of public in attendance.

This meeting was electronically recorded for the purpose of composing the minutes and will be deleted once the written record is approved as accurate and truthful.

1. **To appoint a Chair of the Finance Committee**
Cllr Venables proposed Cllr Colborn be appointed Chair. Cllr Fletcher and Mellor were in agreement.
2. **To receive and approve apologies for absence**
None
3. **To receive declarations of pecuniary or personal interest**
None
4. **To accept & approve the Minutes of Mellor Parish Council Finance Committee Meeting held on 26th January 2023**
No comments. Approved and signed off by Chair.
5. **Any Matters arising from those Minutes FOR INFORMATION ONLY**
Expenditure on maintenance issues round the village. Clerk to contact the 4 adjoining parishes (Balderstone/Osbaldeston, Wilpshire, Clayton-le-Dale and Ramsgreave) to see how they manage. Do they have a Lengths person?
Land Registry – work in progress – Cllr Mellor on with this ongoing project to see what is registered to Mellor Parish Council.
6. **Financial Matters and Accounts To approve: Bank balances £64,606.79 + £1218.15 Scholarship Fund**
To consider & approve Mellor Current Account Bank Reconciliation to date (attached as Cashbook)
Clerk distributed expenditure and income spreadsheet (reconciled to 16th October 2023).
Cllr Colborn actioned that the spreadsheet will be reviewed quarterly at each quarterly Finance Meeting.
It was resolved that a Bank Statement is made available at each parish council meeting for review by any Cllr. Cllr Colborn actioned this.
7. **To consider and approve any actions for Mellor Community Association.**
£500 grant claim for Kings Coronation – Cllr Venables is awaiting Paul Wallace to revert back on this.
Grant Aid for the car park – Cllr Venables is awaiting updated quotes from Paul Wallace (quotes he supplied are quite old now (2019/2020) and need updating).
Cllr Fletcher asked about Standing Orders for the Association – Cllr Mellor to look at and ask Cllr Proctor to follow up the guidance on protocols to ensure Agenda/Minutes are supplied in good time for distribution.
MCA need to engage/communicate with Mellor Parish Council more to keep the joint relationship. A suggestion was discussed to invite a regular Mellor Community Association rep to Mellor Parish Council

meetings to advise on their current matters/give a brief update on what they are doing. To be discussed at December's Parish Council Meeting.

8. To consider any financial considerations from the Play Area Working Party

Report and quotes from Playquest circulated by Cllr Venables. Officially need 3 quotes. Need to look at getting more quotes. Budget needs to be allocated.

Need a plan in place. What is urgent and what is important. Items were discussed such as playground, TPO grant returns, traffic project, 2020 pathway, litter bins, maintenance of assets (tree chopping, sweeping of memorial), village hall, village hall insurance, telephone box on Branch Road.

Need a communication plan. How are we going to communicate our plans in general.

Need full Council to decide priorities.

What are the top 3 priorities for the village

9. To receive an update on internet banking for the Council.

Cllr Venables advised we now have a reader although internet banking is not yet fully functional. We need a Policy and Procedure in place. Cllr Mellor had circulated a draft of this by e-mail on the 13th November to be agreed by other Cllrs at the FC meeting. Cllrs had not had the chance to review this e-mail and it was therefore agreed that Cllrs would review the e-mail and revert to Cllr Mellor with any comments within 5 days, thereafter for a decision at the Parish Council Meeting on the 7th December.

10. To consider & make any necessary decisions to current cashflow forecast.

Deferred.

11. To consider and agree the process for 2024/2025 budget planning and precept determination

Precept letter received by Cllr Venables from RVBC To be completed and sent to RVBC by the 21st December.

Need to be agreed on number of eligible residents (number of households).

Cllr Colborn proposed we increase precept by a minimal amount of £1,000 (3.8%). Will be put before all Cllrs at the meeting on the 7th December for approval. We need a process for identifying priorities and expenditure and having a financial plan for the next 15 months.

Cllr Fletcher to draft leaflet to be delivered to resident's homes to ask the community what they want/ideas on what they would feel is important and what is urgent to the village. Suggested 5 issues to focus on. Cllr Fletcher to distribute to all Cllrs for discussion at December's meeting with a view to going out January/February.

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

Work in progress – see point 5 above.

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

NS&I signatures need to be changed for scholarship account. Holder's new details need to be completed on the paperwork received from NS&I and sent back to them and upon receipt, they will release the paperwork to change the signatories on the forms. Clerk to complete the paperwork and return to NS&I.

14. To set the date for the next Meeting

Proposed for March 2024 but will be discussed at December meeting.

Meeting closed at 8.22pm.

Miss Michelle Root

(Parish Clerk & Responsible Finance Officer)