

**MINUTES OF THE MEETING OF MELLOR PARISH COUNCIL FINANCE COMMITTEE
HELD AT Mellor Methodist Church ON THURSDAY 26 JANUARY 2023 COMMENCING AT 7.00 PM**

Present Cllrs. Quentin Colborn, Nick Marsden Anne Mellor & Mick Venables.

Also in attendance, Parish Clerk & a Member of the Public

1. To appoint a Chairman for the Meeting

1.1 The resignation by John Hymas from Mellor Parish Council was noted and Members **RESOLVED to appoint Cllr. Colborn as Chairman for the Meeting presently convened**

2. To receive and approve apologies for absence

2.1 There were no apologies received

3. To receive declarations of pecuniary or personal interest

3.1 There were no Declarations made

4. To accept & approve the Minutes of Mellor Parish Council Finance Committee Meeting held on 27 October 2022

4.1 Minutes of the Finance Committee held on 27 October 2022 had been published and it was **RESOLVED that the Minutes of Mellor Parish Council Meeting held on 27 October 2022 be accepted & approved.**

5. Any Matters arising from those Minutes FOR INFORMATION ONLY

5.1 Members noted that, whilst Finance Committee Meeting 27.10.22 approved new Terms & Conditions for joint Finance & Assets Committee, this has not been approved by Council, due to Staff & Councillor resignations. This would therefore be an agenda item for March Parish Council meeting.

6. Financial Matters and Accounts To approve: Bank balances £47,726.58 + £26,094.41 MVH Floor fund + £1,218.15 Scholarship Fund

- a) **To consider & approve Mellor Current Account Bank Reconciliation to date** (attached as Cashbook)
- b) **To consider and approve recommendations to Council for responsibility and actions to request changes to bank mandates for Lloyds Bank & NSI (Scholarship) Account.** Members to note that Charity Commission update for the Scholarship Fund to 31.03.2022 has been submitted
- c) **To consider and approve any recommendations to Council for appointment of Internal Auditor**
- d) **To consider and recommend to Council contact and responsibility for Annual Governance & Report (AGAR)** current contacts with PKF Littlejohn are Clerk & Cllr. Marsden

6.1 Bank Account up to date figures had been circulated with reconciliation to the bank. It was then **RESOLVED that Bank Reconciliation be approved**

6.2 Cllr. Marsden updated Committee that CCTV is currently in a "holding position" with LCC Legal & Assets Teams, with neither committing in principle to hosting equipment in Mellor Library. Cllr. Marsden informed that Mellor Village Hall floor work was due to commence 06.02.23 & hopefully complete 12.02.23

6.3 Members noted that it was anticipated that only 2 signatories would retain approval on the bank mandate, however Cllrs. Mellor & O'Grady had been approved to be added to the mandate. Cllrs. Venables & Brunskill would need to request mandate changes, including removal of Clerk's name & address for correspondence and any signatories who were no longer on Parish Council. Clerk agreed to provide information to Cllr. Venables. Members were reminded that under Standing Orders signatories may not hold bank statements, corresponding address or bank cheque or paying in books

6.4 Clerk had sought an Internal Auditor, but had no update. All were reminded of the need for Governance within Internal Audit as well as financial matters. Annual Governance & Accounting Report work needs to be completed as soon as possible after 31 March year end

6.5 There was no recommendation to Council for responsibility for AGAR, however it was noted that PKF (External Auditor) will send pack to Clerk by email. Contact must be Clerk & Chairman & PKF to be notified when these appointments have been made.

6.6 Members noted that cash flow for the new financial year may need to include a provision for King's

Coronation celebrations. All were reminded that Mellor Parish Council will no longer benefit from The General Power of Competence and therefore defined powers would be needed for any expenditure or grant made. Cllr. Marsden has a private meeting with MP Nigel Evans on 04 February & offered to put forward a case for barrier / gate at PROW 51 (Whitecroft Lane) if Council authorized him to do so.

7. To consider & approve; Invoices for payment since 12.01.23

- a) Easywebsites monthly DD for support £33.60 DIRECT DEBIT
- b) Net salary Clerk January inc backpay £ 942.00
- c) HMRC PAYE for January TBA
- d) Clerk's expenses to date £100.00 approx. details TBC
- e) Potentially Invoice for Share Energy
- f) Potentially invoice for MVH Floor

7.1 Clerk had circulated updated finance report, including finalization of payroll functions but noting that some contact details will be needed to update various stakeholders. Details of invoices, as follows:

Clerk's net salary to 31.01.23 inc backpay from 01.04.22 to date	£837.80	Cheque 1793
Clerk's expenses to end of service	£146.16	Cheque 1794
HMRC PAYE & E'ers NIC to 05.02.23	£129.59	Cheque 1795

RESOLVED that the above payments be approved & duly paid

7.2 Clerk had circulated a list of more urgent tasks & had agreed to respond to future queries.

7.3 Cllr. Marsden also offered to give future support if requested

7.4 Concern was expressed regarding future, significant VAT submissions for Village Hall floor & Renewable Energy Project. Following discussion it was

RESOLVED that, subject to Council approval, Mrs T. Taylor would oversee or apply for these reclaims with Mellor Parish Council's authority to do so. Any remuneration for this work would be by agreement.

8. To consider & recommend to Council the process for Internet Banking policy, with any changes this means for Financial Regulations and Standing Orders. Attached Draft papers regarding this item.

8.1 Members noted that Mr. Hymas had carried out liaison with Lloyds Bank for this process & Cllr. Mellor agreed to take on progress of this matter as soon as she was confirmed as a bank signatory.

9. To consider & recommend to Council any alterations to Budget 2022.23 Existing approved Budget attached, with Actual Cashflow

9.1 Budget & Cash flow had been circulated & were discussed. It was not considered necessary to make any amendments to the current year, but it was noted that there was a shortfall in expenditure on Village Enhancements. If such funds were not spent, the Budget for 2023.24 could be reviewed to allow for alterations including Staff Remuneration.

9.2 Clerk reminded Members that, should Jubilee Trees be resolved to be removed, Lancashire Environmental Fund would need to give permission & may require return of grant funds.

10. To consider any Land Registry update and actions needed with any budget for this 10.1

Land Registry & Asset Register – Members were reminded that, due to Staff resignations this had not been progressed. Whilst it was noted that the contact address for Registration would need to be Clerk, initial research & registration for Mellor Parish Council could be done by a Councillor. Cllr. Mellor agreed to take this work forward.

10.2 Maintenance of Assets – Members then discussed which Assets (including benches) were owned by Parish Council & a need for a future Maintenance schedule. Clerk agreed to circulate the list of owned benches to Members.

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

11.1 Cllr. Venables had received a contract for use of School for Meetings; this was to be an item for Council agenda.

11.2 Clerk / RFO had circulated a final report on financial matters & will provide bank statement etc as part of handover.

Chairman thanked all for their input & closed the meeting at 8.10 pm