

Killamarsh Parish Council

Killamarsh Parish Council Office
Stanley Street
Killamarsh, S21 1EL

Tel: 0114 247 2260

Email: parish.office@Killamarsh-pc.gov.uk

Website: www.killamarsh-pc.gov.uk



Locum Parish Clerk: Vacant

Email: parish.clerk@killamarsh-pc.gov.uk

Date Issued: 09 February 2022

NOTICE OF FINANCE COMMITTEE MEETING

To All Members of the Finance Committee

Notice is hereby given that the scheduled meeting of the Finance Committee will be held at 18:45 on Monday 14th February 2022, to be held in the Parish Suite, which is adjacent to the Sports Centre near the Library.

A handwritten signature in black ink, appearing to read "A. S. Clough".

Cllr Steve Clough

Appointed Acting Proper Officer to the Parish Council

Chairman of the Parish Council

CORONAVIRUS MEASURES

- Killamarsh Parish Council (KPC) will continue to operate a Covid-19 secure building.
- Attendees will be encouraged to register their attendance on arrival and encouraged to sanitize their hands on entering the building. KPC would like to continue to encourage masks to be worn at all times (unless an exemption applies) and social distancing to be observed. You should not attend where you have been advised to self-isolate by NHS Test and Trace.
- Any members of the public wishing to attend are required to register their attendance and book a seat by contacting the parish council via email on parish.office@killamarsh-pc.gov.uk.
- Members of the public who are unable to attend can email their questions to the Parish Office in advance of the meeting which will be read out under the public participation session.

Finance Committee Membership

Cllr Steve Clough (Chairman)

Cllr David Drabble

Cllr Wendy Tinley

Cllr Nick Challenger

Cllr Alex Platts

1 x Vacant Position

Recording of Council Meetings

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

Public Participation

- Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting
- Any member of the public shall not speak for more than three minutes.
- A question asked by a Member of the Public during Public Participation shall not require a response or debate during the meeting though the Chairman may direct that a written response will be provided subsequent to the meeting.

PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion in accordance with the Public Bodies (Admission to Meetings Act) 1960.

AGENDA

1. Chairman's Opening Remarks

To receive the Chairman's opening remarks. The Chairman will notify those present about the holding of virtual meetings.

2. Apologies for Absence

To receive and approve apologies for absence and reasons given to the Acting Proper Officer prior to the meeting.

3. Declarations of Disclosable Pecuniary and Other Interests

3.1 To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

Note: Members must generally declare a disclosable pecuniary interest which he or she has in any item on the Agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

3.2 To receive, consider and record councillors requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

4. Adjournment for Public Participation

To adjourn the meeting for 15 minutes to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can be made under public participation.

5. Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960

To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

6. Minutes

To note the draft minutes of the Finance committee meeting held on the Monday 13th December 2021 (attached).

7. Income and Expenditure over £500

7.1 To discuss the Income & Expenditure over £500 for the period December 2021 and identify any points of concern.

7.2 To discuss the Income and Expenditure over £500 for the period January 2022 and identify any points of concern.

8. Parish Precept Submission Update

To update on the feedback from North East Derbyshire District Council (NEDDC) on our 2% reduction in the Parish Precept (Council Tax Parish element).

9. Internal Audit Update

We need to start planning for the internal audit and an update will be provided on the current position.

10. Any items for discussion for a future agenda

To notify the Proper Officer of any matters for inclusion on the agenda of the next meeting.

11. Date of the Next Committee Meeting

The date for the next ordinary meeting of the Finance committee will be Monday 21 March 2022, to be held at 18.00.

Killamarsh Parish Council

Killamarsh Community Office, Killamarsh Community
Campus
Stanley Street, Killamarsh, S21 1EL

Tel: 0114 247 2260

Email: parish.office@Killamarsh-pc.gov.uk



Draft Minutes Are Subject to Approval at The Next Committee Meeting.

**Minutes of Meeting of The Finance Committee
Held on Monday 13th December 2021 in the CLOC Building at 6pm
Commenced: 18.00pm - Concluded: 19.18pm**

Councillors Present: Steve Clough (Chair), Alex Platts, Nick Challenger, Wendy Tinley

Absent Councillors: David Drabble

Non-Councillors (without voting rights): None appointed

Observing Councillors (not a member of the committee): None

Officer: None [minute taker Cllr Alex Platts]

Members of the Public: None

(1) Item 1: Chairman's Opening Announcements

To receive the Chairman's opening announcements.

No announcements made.

(2) Item 2: Apologies for Absence

To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

Apologies from Cllr. Drabble accepted.

(3) Item 3: Declarations of Disclosable Pecuniary and Other Interests

3.1 To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

Note: Members must generally declare a disclosable pecuniary interest which he or she has in any item on the agenda. A member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

No declarations of interests were received.

3.2 To receive, consider and record councillors requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

None declared.

(4) Item 4: Adjournment for Public Participation

To adjourn the meeting for 15 minutes to allow members of the public to make representation on the business of

the agenda for the meeting. No resolutions can be made under public participation.

No members of the public took part in the public participation session.

(5) **Item 5: Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960**

To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

Resolved

To move Item 9 to closed session. All in favour.

(6) **Item 6: Minutes**

To note the draft minutes of the Finance committee meeting held on the 20th September 2021 (sent separately).

RESOLVED:

The minutes of the Finance Committee meeting on 18th October 2021 were approved. Proposed by Cllr Challenger, Seconded by Cllr Tinley. All in favour.

(7) **Item 7: Expenditure and income over £500**

7.1 To discuss the expenditure over £500 for the period November 2021 and identify any points of concern.

No issues were raised.

7.2 To discuss the income over £500 for the period November 2021 and identify any points of concern.

No issues were raised.

(8) **Item 8: Council Insurance (Cloc)**

To review the Council's insurance requirements in relation to the CLOC building.

RESOLVED:

Additional insurance cover for the CLOC building is to remain within budget.

No members of public were present, but the meeting moved in to closed session

(9) **Item 9: Forecasted draft budget for 2022/23**

To receive the draft budget for consideration and to agree any further amendments if required, prior to agreeing the level of Precept.

Note: Full Council will receive the draft budget for approval at the Full Council meeting scheduled for 20th December 2021.

The committee agreed to selected budget headers being separated to provide clearer breakdowns of budget allocation. Timings of the Parish Suite refurbishment have been considered for the planned budget to ensure any unexpected overrun is accounted for. An IT services review is planned to take place so that future cost efficiency and service delivery is met appropriately.

RESOLVED:

Draft budget approved for recommendation to full Council. Proposed by Cllr Tinley, Seconded by Cllr Challenger. All in favour.

(10) **Any items for discussion of a future agenda**

To notify the Proper Officer of any matters for inclusion on the agenda of the next meeting.

None advised at this time.

(11) Item 11: Date of the Next Committee Meeting

The planned date for the next ordinary meeting of the Finance Committee will be Monday 17th January 2022 to be held at 18.00.

Meeting Closed at 19.18pm

These draft minutes were approved as a true record at the Finance Committee meeting

Held on: *with the agreed additions/deletions: None / Yes (list amendments below)

Signed (Chair)..... Print: Dated

*Loose leaf pages to be initialled

* The copy signed by the Chair to contain the alterations, recorded in longhand, with the changes (agreed by the meeting) signed and dated. Signed Copy of the minutes to be filed in the minute book.

***Agreed Amendments (Additions/Deletions) to the Draft Minutes:**

