

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 Tuesday 19th April 2022 in the Parish Suite at 6pm
Commenced: 18.05pm - Concluded: 19.03pm**

Councillors Present: Steve Clough (Chair), Alex Platts, Nick Challenger, Wendy Tinley, Cllr John Windle (arrived at 18.50)

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 Steve Clough]

Members of the Public: None

FIN001 **Item 1: Chairman's Opening Announcements**
To receive the Chairman's opening announcements.

No announcements made.

FIN002 **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.

FIN003 **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.

	<p>None declared.</p>
FIN004	<p><u>Item 4: Adjournment for Public Participation</u> 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 made be under public participation.</p> <p>No members of the public took part in the public participation session.</p>
FIN005	<p><u>Item 5: Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960</u> 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.</p> <p>Resolved That no items needed to be moved to closed session.</p>
FIN006	<p><u>Item 6: Minutes</u> To note the draft minutes of the Finance committee meeting held on the 14th February 2022 (sent separately).</p> <p>RESOLVED: The minutes of the Finance Committee meeting on 14th February 2022 were approved. Proposed by Cllr Tinley, Seconded by Cllr Platts. All in favour.</p>
FIN007	<p><u>Item 7: Expenditure and income over £500</u></p> <p>7.1 2021-22 year end - To receive & review the information received from the accountant, identifying any areas of concern. (To follow)</p> <p>To Note that the income excluding the Precept payment had only been £16,381 and majority of this £11,678 was from the Job Retention Scheme Grant. Costs of £4,484.51 against the CLOC building were examined and concern raised that the rates alone were £3,168.86 with the utility costs being just over £1000 for the period 30th November 2021 to 31st March 2022. The committee were informed that further out of date bar stock from the pre- Covid-19 Pandemic, had to be destroyed and written off, this included a number of full barrels of beer etc. to the value of £1,078.45. To note that the General and Capital Funds are in a healthy position.</p> <p>7.2 To receive and note the income and expenditure for Month 12, March 2022 and identify any points of concern. (attached)</p> <p>Page 3 – 106 Killamarsh in Colour, it was noted that Hobson’s had finally invoiced for work carried out on the planters. Page 4 – 107 Grants & Donations was queried given we had paid out 2 x £200 in the financial year but only £150 was showing. This was to be investigated with the accountant. Page 22 – It was noted that the Rights of Way payment of £495 had not been received, even though a claim had been submitted. Cllr Clough to follow up with DCC. It was also noted that £375 had been paid in advance for allotment fees and that this would be credited the correct financial year 2022-23.</p> <p>7.3 To receive and note the Detailed Balance Sheet for Month 12, March 2022 and identify any points of concern. (attached)</p>

	<p>No issues were raised.</p> <p>7.4 To discuss the expenditure over £500 for the period February 2022 and identify any points of concern.</p> <p>No issues were raised, However it was noted that the funding of £1,475.00 had been received for the Extreme Wheels event from the DCC Leadership Fund.</p> <p>7.5 To discuss the income over £500 for the period March 2022 and identify any points of concern.</p> <p>Concern was raised in relation to the electricity costs for the CLOC building given no one had yet requested to use the building. This was to be monitored closely. February's Payroll was queried as the monthly charge was higher than normal, this was to be followed up.</p>
FIN008	<p>Internal Audit Update Proper Officer to provide an update on the current position.</p> <p>It was explained that there had been difficulties in identifying an Internal Auditor and all contacts provided by DALC had been contacted, with only 2 showing an interest initially but then withdrawing. A further Auditor had been contacted, Mr Brian Wood and had confirmed he was happy to undertake the audit. A brief description of Mr Wood was presented, along with the quotation of maximum cost £600 plus travel costs.</p> <p>RESOLVED: It was acknowledged that there had been difficulty in identifying a suitable Internal Auditor and as such resolved to recommend the appointment of Mr Brian Wood as the Internal Auditor for 2021/22. Proposed by Cllr Platts and Seconded by Cllr Tinley, all were in favour.</p>
FIN009	<p>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.</p> <p>A discussion took place on the options in relation to funding towards the Parish Suite refurbishment, Cllr Clough agreed to look at the option of Community Grant Funding from Veolia of up to £75,000 and feedback at a later date.</p>
FIN010	<p>Date of the Next Committee Meeting The date for the next ordinary meeting of the Finance committee to be confirmed.</p>
	Meeting Closed at 19.03pm

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: