

Penketh Parish Council

Council Office, Penketh Pool and Community Centre, Honiton Way, Penketh, Warrington WA5 2EY
Cllr M. Potts, Acting Clerk to the Council. Mrs V. Wearing Temporary RFO.
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FINANCE MANAGEMENT COMMITTEE MEETING

Notice of Meeting and Summons to attend

Tuesday 6th September 2022 at 19:30

Penketh Pool and Community Centre Committee Room, Penketh WA5 2EY

Members of the press & public are welcome; the meeting may be recorded.

Members of Committee; Cllrs Fellows, Haywood, L Jones, Layfield, Lenihan, Peters, Potts,

PART ONE

1. **Present;**
2. **Apologies for absence**
3. **Election of Committee Chair**
4. **Declarations of Interest**
 - 3.1 Code of Conduct – Declaration of Interests
Members are reminded of their responsibility to declare any personal or prejudicial interest that they may have had in any item of business on the agenda no later than when the item is reached.
 - 3.2 Localism Act 2011 – Dispensations
Members are reminded of their responsibility to make a request for a dispensation to speak on any matter for which they have declared an interest.
5. **To Sign as a correct record the minutes of the meeting held on**
29th November 2021 & 7th April 2022 & 28th April 2022
6. **Matters arising from the minutes**
7. **Committee reports & Recommendations** – Verbal report
8. **Chairmans Report** – Verbal report
9. **Correspondence** – None at the time of publication
10. **Financial Reports**
 - 9.1 Financial reports to review in preparation to present to full council Budget V's Spend
 - 9.2 Year Ended 31st March budget comparison to 30th September draft copy to view in preparation for October's meeting.
 - 9.3 VAT Leaflet 742/1 Letting of Facilities for sports and PE
 - 9.4 VAT updates to be noted as per RFO Report.
11. **The Committee seeks to approve by resolution;**
 - To Authorise the Removal of Cllr DALE Solan Cooper & Previous Clerk Mrs J Worthington from the bank account and login for ZERO accounting program including the removal of Signatures and all other finance permissions
 - That This Committee will continue to recognise and employ Mrs V Waring as Responsible Financial Officer until a time when mutually agreed otherwise or to the end of the Financial in accordance with previous terms of agreement.
 - Hall & Pool Fees to pass and bookings clerk to notify of increase and sign new user agreements
 - UPRESENTED CHEQUES - £VALUE as per previous audit to authorise cancellation of outstanding values of all previous Cheques.
 - Direct Debit – Scheme for swim lessons & Public regular payments to authorise exploration and investigation for potential use.

- Standing Charges to be presented by RFO and authorised as set regular payments to the end of the financial year for 2022/2023.
- STANDING CHARGES – variable values available from previous meetings.
 - World pay – £34.80 Direct Debit mandate
 - Henrys laptops – £50 Direct Debit mandate
 - Peninsula – £400.66 Direct Debit mandate
 - Electric & Gas £Variable Direct Debit mandate
 - Everflow £Variable Direct Debit mandate
 - BT – £7.50 Direct Debit mandate
 - Livepay – £30 Direct Debit mandate
 - Cathedral leasing – £215.28 – per quarter Direct Debit mandate
 - Microsoft - £11.28 & £63.84 per month email and teams Direct Debit mandate
 - WBC rates £Variable Direct Debit mandate
 - WBC grass cuts £Variable Direct Debit mandate
 - WBC bin collection £variable
- AUDITOR AND EXTRA VISITS to authorise additional visits before December to support and improve Auditable transactions. £Fee to be budgeted to the training line of the accounts which will highlight an overspend however this will be adjusted at the next Finance meeting held In October.
- Authorisation to post public viewing notice of audit before 30th September 2022.
- RFO invoice to approve 9th June
- Vending Machines and contract to authorise exploration and investigation for potential use.
- Contract for cleaning company to review and action taken
- Charities commission – auditor issue to decide on action taken.
- Payroll – Livepay – Pensions
- Insurance to update for Swimming Pool activity – Public Liability cover for swimming teachers –
- Assets register – additional new property to add and the removal of items disposed of to August 2022

12. Date of next meeting Tuesday 4th October 2022 at 19:30 at Penketh Pool & Community Centre

13. Public question time Due to the large agenda the public will be limited to no more than 2 questions in which responses may be offered via email/written correspondence if the agenda item exceeds 10 minutes.

14. Matters for further discussion Councillors are reminded of the option to present detail prior to the opening of the agenda item to encourage an efficient meeting which consists only of relevant matter.

PART TWO

Pursuant to section 1(2) of the Public Bodies (Administration of Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of;

- 1. AUDIT REPORT – to agree by resolution actions to improve this councils future financial annual audit as recommendations of JDH Internal Auditor and RFO.**
- 2. To Review the Terms of Reference for this Committee:**

“Finance Committee • The Committee will comprise 5 Members. • The quorum of the Committee shall be 3 Members. • The Committee shall undertake the following role and functions: - To recommend to the council an annual budget and precept, working in conjunction with other committees to help maintain budgetary controls and reviews. - To determine all the infrastructure requirements of the council and make recommendations to the council. Infrastructure includes, land, property. - To regularly monitor income and expenditure and to make any recommendations to the council. - To incur and authorise expenditure not otherwise delegated to another committee or employee. - Minutes of the committee meeting will be approved at the subsequent committee meeting and taken to full council for noting. - Items requiring ratification or a decision by full council will be taken to the next full council meeting.”

Suggestions/recommendations to amendments to agree for amending in the Full Council Meeting on Monday 12th September by resolution.

MEETING CLOSE

Acting Clerk to the Council *Clr M. Potts 21/9/22*