

# 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 COMMITTEE MEETING MINUTES

**Tuesday 6<sup>th</sup> September 2022 at 19:30**

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

**Members of the press & public were welcome; the meeting was recorded.**

The decision for Mrs Wearing to act as clerk for the meeting and take minutes was agreed

**Meeting opened at 19:32 by Cllr Potts as Council Chairman**

### PART ONE

**FC1 Present; Fellows, Layfield, Lenihan, Peters & Potts**

**FC2 Apologies for absence; Cllr L Jones**

**FC3 Election of Committee Chair**

**Cllr Fellows expressed his interest to be nominated which was;**

**Proposed: Cllr Potts**

**Seconded: Cllr Peters**

**Vote: 4 in Favour, 1 Abstention.**

**RESULT:** Cllr Fellows was elected as Chair of The Finance Committee and accepted the position

**FC4 Declarations of Interest**

**FC4.1 Code of Conduct – Declaration of Interests**

Members were 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. – There were none

**FC4.2 Localism Act 2011 – Dispensations**

Members were reminded of their responsibility to make a request for a dispensation to speak on any matter for which they have declared an interest. – There were none

**FC5** It was **RESOLVED** that Minutes were signed by the Chair in the presence of the Committee for the meeting held on the 29<sup>th</sup> November 2021. There were no minutes for 7<sup>th</sup> and 28<sup>th</sup> April 2022 as these meetings were cancelled due to unavoidable absence, relevant matter was discussed in the full council meetings.

**Proposed: Cllr Fellows**

**Seconded: Cllr Potts**

**Part One Minutes Vote: 3 in Favour, 2 Abstention**

**Part Two Minutes Vote: 2 in Favour, 3 Abstentions**

**FC6 Matters arising from the minutes -**

**FC6.1** It was highlighted that the Council are still considering an additional account to review revenue easier and reduce risk. This would be looked at by Cllrs of the Finance Committee.

**FC6.2** HMRC had made contact regarding the Council VAT return which was missed filed by a nil status in the first quarter of the year by the previous clerk which has spiked for the next return.

**FC6.3** Cllr Fox Had requested budget approval for event spends which has been reflected in the terms of reference for the Building Stronger Communities Committee and the Councils full budget.

**FC6.4** End of Year Accounts and detail to be reviewed for comparison at the next Committee meeting.

FC6.5 It was discussed that the process for purchases made for the Centre/Council by Councillors and Council Employees be made by the Council Business card for approval and that the process be made simple for future purchases.

**FC7 Committee reports & Recommendations – Verbal report**

As a significant period of time has passed since the Committee met it was decided to run through points from the previous meeting for updates;

1. Action to discover if we have access to all bank accounts including KLS – Complete
2. Look into the possibility to input data to Zero accounting software – Complete
3. Improve the level of providing greater financial information prior to full council meetings – This has greatly improved since Cllr Potts has become Chair and Acting Clerk including copies of the Council bank statements are also circulated to councillors
4. Conduct comparison for potential bank accounts to be used by Penketh Parish Council – Main High Street banks have been considered to access with a five-mile radius and counter service. The name of the Kingfisher Leisure account has been renamed to Penketh Pool & Community Centre.
5. Check if AGAR is available in hard copy and had been circulated for Public Scrutiny – This was completed for the financial year.
6. To ensure that the Precept request was submitted for January to WBC – This was completed
7. Swimming Lesson Refunds are now completed however this did pass in to a further financial year.
8. Pool Costs grants were looked at by Cllr Layfield.
9. Website issues are completed
10. Peninsular employee tasks are now completed with not further actions

**FC8 Chairmans Report – Verbal report there was no report for the first meeting**

**FC9 Correspondence – Nothing to the date of the meeting was relevant for the purpose of the Committee**

**FC10 Financial Reports**

FC10.1 Financial reports to review in preparation to present to full council Budget V's Spend will be prepared for future meetings and no reports were prepared for the first meeting

FC10.2 Year Ended 31<sup>st</sup> March budget comparison to 30<sup>th</sup> September draft copy to view in preparation for future meetings.

**FC11 The Committee approved by RESOLUTION the following;**

ACTION	OUTCOME
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	Approved
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.	Approved
Hall & Pool Fees to pass and bookings clerk to notify of increase and sign new user agreements	Approved
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All UPRESENTED CHEQUES - as per previous audit to authorise cancellation of outstanding values of all previous Cheques to the date of 31 <sup>st</sup> March 2022	Approved
Direct Debit – Scheme for swim lessons & Public regular payments to authorise exploration and investigation for potential use.	Approved
Standing Charges to be presented by RFO and authorised as set regular payments to the end of the financial year for 2022/2023.	Approved
STANDING CHARGES – variable values available from previous meetings.	Approved

World pay – £34.80 Direct Debit mandate	Carried Forward
Henrys laptops – £50 Direct Debit mandate	Carried Forward
Peninsula – £400.66 Direct Debit mandate	Carried Forward
Electric & Gas £Variable Direct Debit mandate	Carried Forward
Ever flow £Variable Direct Debit mandate	Carried Forward
BT – £7.50 Direct Debit mandate	Carried Forward
Live pay – £30 Direct Debit mandate	Carried Forward
Cathedral leasing – £215.28 – per quarter Direct Debit mandate	Carried Forward
Microsoft - £11.28 & £63.84 per month email and teams Direct Debit mandate	Carried Forward
WBC rates £Variable Direct Debit mandate	Carried Forward
WBC grass cuts £Variable Direct Debit mandate	Carried Forward
WBC bin collection £variable	Carried Forward
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.	Approved
Authorisation to post public viewing notice of audit before 30 <sup>th</sup> September 2022.	Approved
RFO invoice to approve 9 <sup>th</sup> June	Carried Forward
Vending Machines and contract to authorise exploration and investigation for potential use.	Approved
Contract for cleaning company to review and action taken	Carried Forward
Charities commission – auditor issue to decide on action taken. The Clerk to update to new Councillors to act as Trustees of the Land	Approved
Payroll – Live pay – Pensions	Carried Forward
Insurance to update for Swimming Pool activity – Public Liability cover for swimming teachers and Lifeguards	Approved
Assets register – additional new property to add and the removal of items disposed of to August 2022 items over £50. The Inventory list is any item below £50.	Approved

**FC12** Date of next meeting confirmed by RESOLUTION to be on **Tuesday 4<sup>th</sup> October 2022 at 19:30** at Penketh Pool & Community Centre Committee Meeting Room.

**FC13 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. – There were no members of the public present

**FC14 Matters for further discussion** Councillors were 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.

Cllr Lenihan raised concern surrounding Gas and Electric increase in costs and wanted to highlight the risks proposed to the business aspect of the Council. Currently the Council is tied to fixed costs to May 2023 and that the Contract was taken for a five-year period.

## **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;

**FC15 AUDIT REPORT** – It was agreed by resolution to review and consider actions and recommendations to improve this councils future financial annual audit as points of JDH Internal Auditor and RFO.

**FC16** It was decided after a discussion to review the Terms of Reference for this Committee at a later date:

*“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.”*

Councillors were asked for suggestions/recommendations to amendments to agree for amending in the Full Council Meeting on Monday 12<sup>th</sup> September by resolution.

**MEETING CLOSE** at 21:05

Acting Clerk to the Council *Ellie M. Potts 6/9/22*

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