

NORTH CLAINES PARISH COUNCIL

Minutes of the Parish Finance committee of the Parish Council of North Claines, held on Tuesday 28 March 2024 at 11am in The Old Library Centre, Droitwich.

Present

Meg Farmer

Jean Robb

Sean Challoner

Peter Morgan

Clare Shinner

1. To receive apologies for absence and to approve reasons for absence.

None received.

2. Declarations of Interest a) Register of interests; Councillors are reminded of the need to update their register of interests.

b) To declare any other Disclosable Pecuniary Interests in items on the agenda and their nature.

c) To declare any Other Disclosable Interests in items on the agenda and their nature.

d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.

Councillors who have declared an interest must leave the room for the relevant items as per the code of conduct and the North Claines Parish Council standing orders.

Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.

None were received.

3 Minutes from the last meeting of the Finance meeting of Parish Council

3.1 To confirm the minutes of the meeting held on 18th November 2024. These were confirmed.

3.2 Actions from the minutes of the last meeting.

- It was noted after a meeting with Paul from Fairways who installed the path on Bull Meadow – that the original specification for the path was incorrect. Bull Meadow is very wet, and more extensive drainage should have been specified. The finings from the Bredon Gravel have been washed away and therefore the surface of the path did not bond. A video of rain on the path is to be made. Clerk to investigate where the original specification came from.
- It was noted that it would be helpful to see the current list of precept rates across Wychavon and the Clerk will obtain that information.
- The play area has been brought up to spec by the Company PD Hughes who have also supplied spokes to keep children off the grass. Clerk to ask them to collect these spokes as ROSPA has identified them as a risk.
- It was noted that the website news and notices on the front page were out of date and the Clerk is to update them with news supplied by Cllr AH and Cllr MF. To include an update on Bull Meadow, play equipment, path and the tiny forest. To note that no bicycles on the path.

4 NCPC Community Charity

It was noted that this charity had no incomings or outgoings as the original monies had been used as per the charity guidelines for the purchase of Bull Meadow. It was agreed to contact the Charity Commission and close this charity down.

5 Review of accounts and expenditure to date

A random selection of invoices was examined, and the reconciliation was checked against bank statements and signed as correct. The bank reconciliation to the end of December 2025 was also noted as correct.

It was agreed that reconciliations would be performed monthly in the future and the amount of money in the accounts would be noted in the minutes of the full NCPC meetings.

7 Budget v actual

This was examined and found to be in order.

8 Internal auditor and external audit report to date.

Internal auditor review report – comments from Gill Lunghey was examined and the following actions were agreed.

A3 Bank reconciliations to be presented and recorded monthly in the main PC meeting.

A4 Investments. It was agreed to move the excess money to the existing savings account at HSBC. The excess monies were agreed to be over £30k dependant on the amount remaining at the end of the year. It was agreed that at least 2 months expenditure be kept in the current account for ease of access.

B1 The Councils financial standing orders are to be updated the NALC recommended May 2024 version at the May Annual Parish Council meeting.

The Clerk will create a schedule of regular payments which can be approved by the Council at the start of every year. To show a clear audit trail of each payment, the Clerk will create an additional column on the finance spreadsheet to note the minute number of each payment made and note on each invoice the same detail.

B3 The Clerk will initial each invoice to note the correct address and amount.

B4 The Clerk is to add additional signatories to the account to ensure two Councillors approve each payment.

C2 and H. The Clerk will examine the asset register against the insurance schedule. The Clerk to create a more detailed record of the assets.

C3 Re trees, the Clerk is to ask the insurance broker what checks are expected on the parish council trees to ensure compliance.

O To note item 4 as above re the North Claines Community Charity.

9 Future expenditure and other concerns

It was noted that PD Hughes had supplied a quote for the maintenance of the inclusive roundabout and the Committee agreed to the one-off work on the roundabout to address the drainage issues. At a cost of £375 plus VAT.

It was noted that the ROSPA examination of the Play areas, coupled with weekly checks by Jamie Wyton was adequate.

10 To agree the date of the next Committee meeting.

The next finance committee meeting will be held after the end of the financial year on 22nd April 2025.

It was agreed that the future finance meetings would be held on the week preceding the Council meetings on a quarterly basis where possible.

- 22 April 2025 End of year meeting for 2024-25
- 2 July 2025 – first quarter.

- 1 October 2025 – second quarter.
- 7 January 2025 – third quarter. (later than meeting due to BHols)