

Creech St Michael Parish Council

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CREECH ST MICHAEL PARISH COUNCIL

Minutes for the Finance Committee Meeting of Creech St Michael Parish Council [CSMPC] held at Creech St Michael Village Hall on **Monday 12th December 2022 at 7:00pm**

Councillor Attendance

Cllr. David Griffin - Chair	DG	Present	Cllr. Paul Tucker	PT	Present
Cllr. Annabelle Peters	AP	Present			

Also Present: Andrew Williams, CSM Parish Clerk and Responsible Financial Officer.

Meeting started at 7:00pm

1.	Chair's welcome
	DG welcomed all Councillors to the meeting.
2.	Community Question Time
	There were no questions from the community.
3.	To receive any apologies for absence
	Apologies received from Cllr. Davidson.
4.	Declarations of Interests.
	None.
5.	Minutes
	5.1 To Review the minutes of the meeting held on the 24th October 2022. [P]
	The minutes had previously been approved by full council on 5 th December 2022. There matter of the funds paid to the contractor for the repairs to the toilets at the Rec Park was raised by DG. The Clerk and RFO reported that attempts to recoup the funds had not been progressed further, but that the matter was in hand. The Clerk and RFO confirmed that Lloyds Bank have yet to complete the process of closing the account. The Clerk and RFO will be raising a formal complaint with Lloyds Bank.
6.	Financial Position – to review the current financial position and income and expenditure records. [P] [O]
	The Clerk and RFO reported that total expenditure year to date stood at £47,280.33 which equates to 71% of budget spent.



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	<p>The Clerk and RFO reported that the VAT reclaim had been received and all other records were up to date.</p> <p>There is still significant spend to come from reserves for items relating to the Rec Park maintenance and improvement. This will impact on the amount of reserves held at year end, which are projected to be £105,000.00.</p>				
7.	<p>Budget Planning 2023/24 – to review and approve the proposed budget for the 2023/24 financial year [P] [O] [V]</p>				
	<p>The Clerk and RFO took members through the planning process for the 2023/24 budget. The Clerk and RFO confirmed that at the previous Finance Committee meeting, it was agreed that the precept could be increased by inflation. The headline CPI rate in October was 9.6%. An increase using this figure would result in a precept request of £74,528.00 up from £68,000.00 the year before. This equates to an annual increase for the average Band D Property of £5.47.</p> <p>AP questioned whether an increase was necessary, in light of the current economic pressures that households faced. The Clerk and RFO recognised the issue, but identified that the Council was very dependant on the precept as its primary source of income and was concerned about using reserves for day-to-day expenditure.</p> <p>DG expressed his concern that whilst reserves were reasonable, he had significant concerns over the ongoing needs of the Rec Park. The Clerk and RFO agreed and described his concerns over the imbalance between the needs of the Rec Park and the Parish Council's ability to generate an adequate income.</p> <p>The Clerk and RFO took the meeting through the planned lines of expenditure for the financial year, highlighting any lines that were significant or that were substantially changed to the previous year.</p> <p>DG asked what the impact on the precept request would be if the rate at which it was increased was set at 3%. The Clerk and RFO demonstrated that this would reduce income by approximately £4,500.00.</p> <p>DG proposed that the recommended budget be approved.</p>				
	Prop: DG	Sec: AP	In Favour: 3	Against: 0	Abstain: 0
8.	<p>Banking Debit Card – to approve a proposal to register for a prepaid business debit card. [P] [V]</p>				



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	<p>The Unity Trust Bank do not offer a standard debit card for the bank account. The Clerk and RFO had explored the option of registering for a pre-paid debit card. Research indicated that the provider Soldo was a strong option. Costs would be £6.00 per month.</p> <p>The card would provide for use of a standard debit card for purchases that could not be made through the use of a purchase order and invoice.</p> <p>AP asked that the Clerk and RFO consider the provider Revolut who she believed that there were not charges for their services.</p> <p>The proposal was approved, subject to the Clerk and RFO exploring the opportunity that was presented by Revolut.</p> <p>Post meeting note: An application to Revolut was made, but rejected as they would not accept an application from a local authority.</p>				
	Prop: DG	Sec: AP	In Favour: 3	Against: 0	Abstain: 0
9.	Pre Paid Debit Card Policy – to review and approve the Pre Paid Debit Card Policy. [P] [M]				
	<p>The policy had been prepared by the Clerk and RFO to act as a safeguard against inappropriate or misuse of the Pre Paid Debit Card. The policy set clear rules for use of the card and reporting of all transactions and was aligned to the Parish Council's Financial Regulations.</p> <p>The policy was approved.</p>				
	Prop: DG	Sec: AP	In Favour: 3	Against: 0	Abstain: 0
10.	Correspondence				
	None.				
11.	New Matters to be Carried Forward				
	There were no matters to be carried forward.				
12.	Council to Decide if to Exclude Members of the Public and Press for the Following Item(s).				
	None.				

The meeting ended at 7.44pm

[M] = Where a resolution (vote) is expected

Andrew Williams, CSM PC, Clerk and RFO, 07866771627, Email clerk@creechstmichael.net

The next Creech St Michael (CSM) Parish Council meetings are on:



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Monday 09 January 2023 at 7pm in the CSM Village Hall

Monday 06 February 2023 at 7pm in the CSM Village Hall

Monday 06 March 2023 at 7pm in the CSM Village Hall

