

# CREECH ST MICHAEL PARISH COUNCIL

**Draft Minutes** for the Meeting of Crech St Michael Parish Council  
Finance Committee held at  
Crech St Michael Village Hall on **Monday 30 October 2023 at 7.00pm**

### Councillor Attendance

Cllr. David Griffin - Chair	DG	Present	Cllr, Neil Davidson	ND	Present
Cllr. Annabelle Peters	AP	Present	Cllr. Paul Tucker	PT	Present

**Also Present:** Andrew Williams, Crech St Michael Parish Clerk and Responsible Financial Officer.

### Meeting started at 7.00pm

1.0	<b>Chair's welcome</b>				
	DG welcomed members to the meeting.				
2.0	<b>Public Question time</b> - Questions asked by the Public and Press will be noted.				
	None.				
3.0	<b>To receive any apologies for absence</b>				
	None.				
4.0	<b>Declarations of Interests</b>				
	<b>5.1 Declarations of Individual Members</b>				
	None.				
	<b>5.2 Dispensation Request</b>				
	None.				
5.0	<b>Minutes</b>				
	To <b>Review and Approve</b> the minutes of the meeting held on 17 July 2023. <b>[M]</b>				
	The minutes of the meeting held on 17 July 2023 were approved and signed by the Chair. There were no matters arising.				
	<b>Prop: DG</b>	<b>Sec: ND</b>	<b>In Favour: 3</b>	<b>Against: 0</b>	<b>Abstain: 1</b>
	<b>Items for Decision</b>				
6.0	<b>Risk Register</b> – to identify, review and agree the significant financial risks facing the Parish Council.				
	The register was reviewed. A lengthy discussion took place regarding the financial challenges that face Somerset Council and the potential impact of this on the Parish Council.				

	The Clerk reported that register includes an identified risk of the precept not being paid or being capped and this will continue to be monitored.				
	The Clerk provided a summary of the other key financial risks included in the register.				
	<b>Prop:</b>	<b>Sec:</b>	<b>In Favour:</b>	<b>Against:</b>	<b>Abstain:</b>
7.0	<b>Bank Reconciliation</b> – to review and approve the bank reconciliation for quarter two (July – September 2023).				
	The Bank Reconciliation for quarter two was reviewed by all members. The Reconciliation for quarter two was approved and signed by the Chair.				
	<b>Prop: DG</b>	<b>Sec: AP</b>	<b>In Favour:4</b>	<b>Against:0</b>	<b>Abstain:0</b>
8.0	<b>Budget Parameters for 2024/25</b> – to review and approve the parameters within which the budget for the 2024/25 financial year including, income, expenditure S106 and CIL funding.				
	<p>The Clerk summarised the key items within the budget paper, including a proposed timescale to ensure that the budget was approved in time for the precept request to be submitted.</p> <p>The current year income and expenditure profile was considered by the committee as part of the consideration for next year. DG raised the issue of the over-expenditure related to the Recreation Park and that this remains a significant risk to the Parish Council's finances. This was explained by expenditure related to commitments made in the 2022/23 financial year. Other spending within the Recreation Park was being well managed.</p> <p>I was noted that to-date no grant funds had not been utilised this year.</p> <p>A discussion took place regarding the amount of clerk hours available to the Parish Council and a potential change to these hours would need to be factored in to the budget proposals for 2023/24.</p> <p>The Clerk was asked to continue to prepare a draft budget for consideration by the Finance Committee in December.</p>				
	<b>Prop:PT</b>	<b>Sec:ND</b>	<b>In Favour:4</b>	<b>Against:0</b>	<b>Abstain:0</b>
9.0	<b>Events Committee Terms of Reference</b> – to review and approve the draft terms of reference for the establishment of an Events Committee.				
	<p>The Clerk confirmed that the draft Terms of Reference had been circulated to the Party in the Park group for their consideration. No feedback had been received yet.</p> <p>It was agreed that no further decision would be taken in respect of the Terms of Reference and the item would be carried forward to a future meeting.</p>				
	<b>Prop:PT</b>	<b>Sec:ND</b>	<b>In Favour:4</b>	<b>Against:0</b>	<b>Abstain:0</b>
	<b>Items for Discussion</b>				
10.0	<b>Review of income and expenditure for the year-to-date.</b>				
	The income and expenditure report for the year to date was considered. No significant concerns were reported, with the exception of the points raised under item 8.0 relating to the Recreation Park.				

11.0	<b>Finance Committee</b>
	<b>Langaller Park Development</b> – to consider the financial impacts of the proposed Langaller Park development on the Parish Council.
	It was noted that engagement with West Monkton parish Council continues to be positive and constructive. It is expected that an application will be submitted to the Planning Authority in the coming weeks.  DG reported that at a recent meeting with Rebecca Pow MP, the issue of the Parish Council's inclusion in the Section 106 Agreement was raised and discussed.
12.0	<b>VAT Registration</b> – an update on progress toward registering the Parish Council for VAT.
	The Clerk confirmed that the application had been submitted, but no response had yet been received from HMRC. The Clerk had submitted a chasing email to HMRC to request an update on the application.
	<b>Other Matters</b>
13.0	<b>Correspondence</b>
	<b>13.1 To consider any correspondence received that Councillors wish to raise that has already been circulated.</b>
	None.
	<b>13.2 To note items of correspondence received by the Clerk and RFO deemed appropriate to be brought to the attention of the Parish council.</b>
	13.2.1 Request for grant funding from The Citizens Advice Somerset.
	A proposal to recommend that a donation of £320.00 to Citizens Advice Somerset would be included in the next full council meeting agenda for approval.
14.0	<b>New Matters to be Carried Forward</b>
	None.

The meeting ended at 8.44pm

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

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

04 December 2023

at 7pm in the CSM Village Hall

