

Creech St Michael Parish Council

A Parish to be *Proud of*

CREECH ST MICHAEL PARISH COUNCIL

Approved Minutes for the Finance Committee Meeting of Creech St Michael Parish Council [CSMPC] held at Creech St Michael Village Hall on **Wednesday 20th July 2022 at 7:00pm**

Councillor Attendance

Cllr. David Griffin - Chair	DG	Present
Cllr. Annabelle Peters	AP	Present
Cllr. Neil Davidson	ND	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 and visitors to the meeting and apologised for the rescheduling of the meeting.
2.	Community Question Time
	There were no questions from the community.
3.	To receive any apologies for absence
	Apologies had been received in advance from Cllr. Tucker.
4.	Declarations of Interests.
	Cllr. Davidson – ongoing confirmation of a conflict of interest - pecuniary interest in the Canal car park.
5.	To Review and approve the minutes of the meeting held on the 11th April 2022.
	Clerk & RFO confirmed that although evidence of a meeting planned for the 11 th of April 2022 existed, there were no records of the meeting and therefore no recorded minutes. The minutes of the meeting held on the 4 th of March 2022 were accepted as approved.
	Prop: DG Sec: AP In Favour: 3 Against: 0 Abstain: 0
6.	Bank Reconciliation June 2022 [V]
	The bank reconciliation for the quarter ending June 30 th 2022 was approved.
	Prop: ND Sec: AP In Favour: 3 Against: 0 Abstain: 0
	There was a lengthy discussion about the transaction report and the budget and financial provisions for 2022/23. Action: DG requested that the Clerk & RFO conduct a review of the process of how the sinking fund had been accumulated. Action: DG and Clerk & RFO to review year end accounts to ensure that payments carried forward have been correctly accounted for. Action: DG requested that the Clerk & RFO provide a summary of income received versus income expected for each quarter and a full year projection of costs.



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	<p>Action: DG requested that the Clerk & RFO make an approach to the PiP Working Group to offer the committee's support and to ensure that there is clarity regarding the funds held in the Parish Council's bank account on behalf of the PiP Working Group.</p> <p>Action: Clerk & RFO to send DG copies of the documents sent to PKF Littlejohn for the purposes of the Annual Governance and Accountability Return.</p>
7.	Review of inventory of land and assets
	<p>The inventory record was reviewed and it was identified that a number of assets had not been checked in the past 12 months.</p> <p>Action: Clerk & RFO to provide a schedule of checks that are required and allocate them to councillors to undertake over the coming quarter.</p>
8.	Review of Financial Provisions 22/23
	<p>All matters were dealt with under item 6.</p> <p>Action: DG and the Clerk & RFO to undertake a thorough investigation of the ongoing costs of managing the Rec. Park and a projection of future costs.</p>
9.	Correspondence
	<p>There was no correspondence</p>
10.	New Matters to be Carried Forward
	<p>There were no matters to be carried forward.</p>

