

CREECH ST MICHAEL PARISH COUNCIL

Draft Minutes for the Meeting of Creech St Michael Parish Council Finance Committee
held at Creech St Michael Village Hall on the **25th May 2023 at 7pm**

Councillor Attendance

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

Also Present: 1 (one) member of the public via the Zoom stream and Andrew Williams, Creech St Michael Parish Clerk and Responsible Financial Officer.

Meeting started at 7.04pm

1.0	Chair's welcome
	DG welcomed everyone to the meeting.
2.0	Public Question time - Questions asked by the Public and Press will be noted.
	None.
3.0	To receive any apologies for absence
	Apologies were received from Cllr. Neil Davidson.
4.0	Declarations of Interests
	4.1 Declarations of Individual Members
	None
	4.2 Dispensation Request
	None
5.0	Minutes
	To Review the minutes of the meeting held on the 12th December 2022.
	The Minutes were considered and there were no matters arising.
	Items for Decision
6.0	Bank Reconciliation – to review and approve the bank reconciliation for the quarter ending 31 st December 2022 and the final quarter ending 31 st March 2023.
	The reconciliations were scrutinised from the information provided by the Clerk and RFO.
	The reconciliation for the quarter ending 31st December 2022 was approved.
	The reconciliation for the quarter ending 31st March 2023 was approved.
	Prop:DG Sec:AP In Favour:3 Against:0 Abstain:0

7.0	<p>Statement of Internal Controls To review and approve the Statement of Internal Controls.</p> <p>The Clerk and RFO described the key features of the Statement of Internal Controls. The Statement was approved and would be passed to the Parish Council for approval.</p>				
	Prop:DG	Sec:PT	In Favour:3	Against:0	Abstain:0
8.0	<p>Delegated Authority for Payments To review and approve the list of creditors for whom payments are delegated to the Clerk and RFO.</p> <p>The list of creditors had been updated and now reflected categories of payments, such as utilities, cleaning and minor maintenance purchases.</p> <p>The list of creditor types was approved.</p>				
	Prop:DG	Sec:AP	In Favour:3	Against:0	Abstain:0
9.0	<p>Finance Committee Terms of Reference To review and propose for approval the Finance Committee Terms of Reference.</p> <p>The Clerk and RFO identified that the only significant proposed change was the increase in the number of members that were required to be quorate at a meeting had been increased from two to three. This had been proposed to reduce the risk of key decision making falling upon a very small number of members.</p>				
	Prop:DG	Sec:PT	In Favour:3	Against:0	Abstain:0
	Items for Discussion				
10.0	<p>Recreation Park Expenditure To discuss the projected spend for the financial year 2022/23.</p> <p>The Clerk and RFO took the meeting through the income and expenditure record to date for the Recreation Park. A significant number of projects from the previous year were yet to complete and so were not showing in the transaction report. They had been allocated funds in the plans for 2023/24.</p> <p>It was agreed that the proposals to replace the provider for the locking and unlocking service for the park would be taken to the next Parish Council meeting.</p> <p>The Clerk and RFO was asked to investigate alternatives for grass cutting services and bring these to the Parish Council for consideration.</p>				
11.0	<p>Party in the Park To discuss the outcomes from the recent Party in the Park group meeting.</p> <p>DG outlined the key points from the recent meeting. The group wished to retain the protections of operating within the Parish Council structure but would prefer to have greater autonomy in decision-making. It was agreed that DG and the Clerk and RFO should progress the discussions to ensure that a model of governance can be established that works for all parties.</p>				

12.0	Correspondence
	12.1 To consider any correspondence received that Councillors wish to raise that has already been circulated.
	None.
	12.2 To note items of correspondence received by the Clerk and RFO deemed appropriate to be brought to the attention of the Parish council.
	None.
13.0	New Matters to be Carried Forward
	None.
14.0	Council to Decide if to Exclude Members of the Public and Press for the Following Item(s).
	None.

The meeting ended at 8.29pm

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

Andrew Williams, CSM PC, Clerk and RFO, 07708 680797, email clerk@creechstmichael.net

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

3rd July 2023

4th September 2023

2nd October 2023

at 7pm in the CSM Village Hall

at 7pm in the CSM Village Hall

At 7pm in the CSM Village Hall

