

CREECH ST MICHAEL PARISH COUNCIL

Approved Minutes for the Meeting of Creech St Michael Parish Council Finance Committee held at Creech St Michael Village Hall on **11 December 2023 at 7.00pm**

Councillor Attendance

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

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

Meeting started at 7.00pm

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	Apologies for Absence
	3.1 To receive any apologies for absence.
	None.
	3.2 To approve any apologies for absence. [M]
	None.
4.0	Declarations of Interests
	4.1 Declarations of Individual Members
	None.
	4.2 Dispensation Request
	None.
5.0	Minutes
	To Review and Approve the minutes of the meeting held on 30 October 2023. [M]
	All present confirmed that they had received the Minutes of the meeting held on 30 October 2023.
	It was noted that following recent correspondence with West Monkton Parish Council relating to item 11.0, the Langaller Park Development, it was felt that a response to their announcement about their concerns with respect to changes to the A38 should be made. Action: Clerk and RFO to contact West Monkton Parish Council Clerk and express our concerns.



	The minutes were reviewed and approved and signed by the Chair.				
	Prop: DG	Sec: AP	In Favour:4	Against:0	Abstain:0
	Items for Decision				
6.0	<p>Draft Budget for the 2024/25 Financial Year – to consider and recommend for approval by the Parish Council, a draft budget for the 2024/25 financial year. [M]</p> <p>The Clerk and RFO presented three budget scenarios based on a precept increase of 5%. In each scenario, sums would need to be drawn from reserves to enable the proposed budgets for the 2024/25 financial year to be delivered.</p> <p>It was noted that there was significant concern about the impact of Somerset Council's financial constraints and the risk posed by the Langaller Park development was also expressed.</p> <p>It was agreed that the Clerk and RFO would prepare a draft budget for approval by the Parish Council. This would include an increase on the precept of 8% on the previous year, an increase in the Clerk and RFO role working hours (see item 9.0) and a range of options for making savings within the Recreation Park budget.</p>				
	Prop:	Sec:	In Favour:	Against:	Abstain:
7.0	<p>External Audit – to consider the final report from the external auditors. [M]</p> <p>The report provided by PKF Littlejohn was discussed at length. The Clerk and RFO provided explanation on the points raised and the actions that would need to be taken forward in to audit for the coming year.</p> <p>The report was accepted and approved.</p>				
	Prop:DG	Sec:AP	In Favour:4	Against:0	Abstain:0
8.0	<p>Internal Audit – to approve the reappointment of J Larcome as the Parish Council's internal auditor. [M]</p> <p>It was agreed that J Larcome should be appointed as internal auditor for the 2023/24 internal audit.</p>				
	Prop:DG	Sec:PT	In Favour:4	Against:0	Abstain:0
9.0	<p>Clerk and RFO Hours – to consider a proposal to increase the Clerk and RFO's working hours. [M]</p> <p>All members present confirmed that the proposed changes to the Clerk and RFO's working conditions should be recommended for approval by the Parish Council.</p> <p>The proposal was approved.</p>				



	Prop:DG	Sec:AP	In Favour:4	Against:4	Abstain:0
	Items for Discussion				
10.0	VAT Registration and its implications.				
	The Clerk and RFO confirmed that the VAT registration process was now complete and the Parish Council was now registered for VAT. Registration was backdated to 1 April 2019 and the Clerk and RFO would be working through the records to submit the necessary returns.				
	Other Matters				
11.0	Correspondence				
	11.1 To consider any correspondence received that Councillors wish to raise that has already been circulated.				
	None.				
	11.2 To note items of correspondence received by the Clerk and RFO deemed appropriate to be brought to the attention of the Parish council.				
	None.				
12.0	New Matters to be Carried Forward				
	The Clerk and RFO raised the issue of the refusal of the Parish Council to fund the installation of a screen and WiFi at the Recreation Park. It was agreed that the item should be added to the agenda for the next Parish Council meeting to be reconsidered.				
	DG expressed his desire to see funding for the youth project to continue in to the 2024/25 financial year.				

The meeting ended at 8.19pm

[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:

8 January 2024	at 7pm in the CSM Village Hall
5 February 2024	at 7pm in the CSM Village Hall
4 March 2024	At 7pm in the CSM Village Hall



