

# Evercreech Parish Council – Finance Committee

## Minutes of a Meeting of Evercreech Parish Council Finance Committee held at Evercreech Village Hall on 23<sup>rd</sup> May 2022 at 19:30hrs

**Present** – Councillors (Cllrs) – Finance Committee (Cttee)

Andy Chinnock, Rob Reed, Mark Saunders

**In attendance:**

J Ferguson – Responsible Financial Officer (RFO)

### **Public Open Session**

There were no members of the public present at this time.

### **19:30 – Meeting opened**

#### **22/01 To elect a Chair**

**RESOLVED:** To elect Cllr Saunders as Chair of the Finance Cttee.

#### **22/02 To receive apologies for absence (LGA 1972 s85(1)).**

Cllr Breare had sent apologies, which were accepted.

**22/03 Declarations of Interests and Dispensations. Council members to declare any interests, including any Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council’s Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33 (b-e). (NB this does not preclude any later declarations).**

None.

#### **22/04 To agree the Minutes of the Finance Cttee meeting held on 14 Sept 2021 (LGA 1972 sch 12, para 41(1)).**

The minutes of the previous meeting were not available for agreement at this time.

#### **22/05 Welcome and Introductions**

Welcomes and introductions were made.

#### **22/06 Rialtas Accounting Software**

There was much discussion between Cllr Saunders and the RFO regarding the continuation of using Rialtas Accounting software to provide a cashbook and budget summary. The RFO did not think that the printouts were useful for Cllrs as the reports generated did not clearly and concisely demonstrate the financial position of the Parish Council each month. Cllr Saunders disagreed and was uncomfortable with moving away from Rialtas.

Printouts from the Cashbook spreadsheet were presented and the RFO explained that it was her intention to continue using the presented cashbook, bank reconciliation and budget summary reports going forward, however the existing monthly payments sheet would also be provided as this was a popular useful summary too. She further explained that VAT reclaim data could be extracted in the format required by HMRC.

Cllr Saunders explained that he would be taking the issue to the parish council for a decision however the RFO explained that the decision was the RFO’s to make.

#### **22/07 Grass cutting contract - Due for renewal in March 2023. *There is a strict tendering process which must be adhered to. (Propose to go to tender in October 2022.)***

It was agreed to put this as an item on Full PC agenda prior to tender in October 2022, to agree what the approach would be for contract negotiation.

**RESOLVED:** To look for a contract, not necessarily in a three year deal, which offered flexibility with the opportunity to change throughout the year. Also to add the Bus Shelter to the contract.

**ACTION: RFO & Finance Cttee**

..... Chair

..... Date

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**22/08 Insurance - The insurance policy is due for renewal in 2023. (Details will be circulated when issued from the insurance brokers)**

**RESOLVED:** It was agreed to complete a 3<sup>rd</sup> quarter 'asset walk' in preparation for policy renewal.

**ACTION: Finance Cttee**

**22/09 Date of next meeting** – Wednesday 14<sup>th</sup> September 2022 (tbc)

**22/10 Items for next agenda**

- Cricket Club Hut
- Policy for Community Fund

**Meeting closed at 20:50**

..... Chair

..... Date