



Helsby Parish Council

Minutes of the Finance Committee meeting held at Helsby Community Centre at 7.00pm on Monday 27th September 2021

Present:

Cllr. Terry O'Neill
Cllr. Paul Standing

Cllr. Sarah Temple
Cllr. Peter Duffy

Cllr. Alan Gardner

Also present:

Claire Jones Parish Clerk

1. Public Participation – no members of the public were present.
2. No apologies for absence were received.
3. Declarations of Members' Interests. None were received/reported.
4. Minutes of the previous meeting. It was **RESOLVED to approve the minutes dated 28th June 2021 – F27/21.**
5. Matters arising from the previous meeting – nothing was raised.
6. Review of Grants and Earmarked Reserves - The revised table as seen in Appendix 1 was noted. The Clerk outlined that monies were being spent on community projects (Budget Codes 261 and 274) but most of this was being recouped from grants funds and S106 payments. It was agreed that the £2,000 donation towards the cycling feasibility study could also be put against one of these codes. It was noted that the Council had recently been awarded £4,000 from the Protos Community Fund for the CCTV project which would be added to the table. Cllr. Duffy suggested that the Council could look for opportunities to purchase land for additional burial plots at any time. The Clerk agreed to obtain a specific Net Revenue value in relation to the accepted General Reserves that should be maintained by the Council.
7. Review of Investment Programme – the following funds were noted:
 - 7.1 Co-Operative Bank – Business Select Account - £76,473.34 as at 21 September 2021
 - 7.2 Monmouthshire Building Society Corporate Bonus 90 - £77,855.99 as at 21 September 2021
 - 7.3 Nat West Business Reserve - £25,224.16 as at 21 September 2021
 - 7.4 Nat West Current Account - £89,155.45 as at 21 September 2021
 - 7.5 It was noted that the Nationwide Business Instant Saver Account had now been opened and £40,000 would be transferred from the NatWest Current Account once the signature mandate form had been processed.

- 7.6 It was noted that the Clerk was also in the process of removing Jeanette Hughes and George Randles from the NatWest mandate and adding Cllr. Paul Standing as a signatory.
8. It was noted that the Annual Audit for the year ending 31st March 2021 had now been completed and the Notice of Conclusion of Audit had been displayed on both the website and noticeboard.
 9. Budget Analysis – the receipts and payments summaries were noted. It was **RESOLVED to vire an additional £2,000 from Code 241 (salaries) to Code 213 (parks maintenance) – F28/21**. Cllrs. Temple and O'Neill agreed to discuss the future of Helsby News with the editor. The Clerk agreed to look into the allotment water charges once the final meter reading for 2021 had been taken in October. It was agreed that any expenditure for the CCTV and lighting projects would be put under Code 258 (Sundries). In relation to receipts, it was noted that there was potentially another £33,000 of income to add through grant and S106 applications before end March 2022.
 10. Review of the Council's contracts and leases. The Clerk agreed to compile a spreadsheet to show the Council's contracts and lease agreements with key dates in advance of the budget setting meetings in December.
 11. Review of S106 money available for Helsby. It was agreed that further clarity on what S106 funds were available to the Council would be useful. The Clerk agreed to make further investigations with CW&C about funds from specific developments. Concern was expressed about the difficulties in getting an accurate picture of funding availability from CW&C. The Clerk also outlined that she had been chasing a S106 payment application made in May to no avail. It was **RESOLVED to recommend to Full Council to write to the Head of Finance at CW&C to ask for a clearer picture on S106 funding and to request why applications for payments were taking so long – F29/21**.
 12. Asset register and Fixed Asset Policy for insurance valuations and upgrades/life expectancy. Cllr. Standing had previously circulated a forecasting exercise that he had completed on the lifespan of assets and the potential cost of any replacements. It was noted he had also completed an exercise to calculate current asset values with an uplift from their purchase costs based on RPI values. He suggested that significant sums of expenditure might be expected in 2025 in relation to community centre upgrades and in 2029 for play area equipment upgrades/replacements. In relation to the potential future of the community centre, the Clerk agreed to check whether it had ever been registered as an Asset of Community Value. Cllr. Standing suggested that the planters might also need to be replaced within the next few years and agreed to look into the potential costs. It was noted that some work was still required on the accuracy of the current asset register and an additional register would be useful purely for insurance valuation purposes, updated each year using the latest RPI values.
 13. Review of Business Plan 2018-2023 – Cllr. O'Neill agreed to work with the Clerk to submit a short article on Facebook in relation to CW&C's Report It form via their website or app. Cllr. O'Neill agreed to transpose the out-turn figures into the plan in due course. It was agreed that the Business Plan would be looked at in more detail next year with a view to

producing a revised document from 2023. Cllr. Temple suggested that a community consultation exercise might be worthwhile as part of the process.

14. Urgent Matters. None were raised.

15. Date of the next meeting – 4th January 2022.

The meeting closed at 8:30pm.

Chairman's signature Dated

APPENDIX 1: Grants and earmarked reserves for identified projects (as at 27 September 2021)

| Particulars | c/f 2019- 20 £ | Provided 2020-21 £ | Usage 2020-21 £ | Released 2020-21 £ | Balance 31.3.21 (£) | Provided 2021-22 £ | Planned Usage 2021- 22 £ | Expected Balance 31.3.22 (£) |
|--|-------------------------|--------------------------|-----------------------|--------------------------|------------------------|--|-----------------------------------|------------------------------------|
| Specified earmarked reserves | | | | | | | | |
| Future burial provision | 21,768 | 2,903 | 0 | 0 | 24,671 | 2,843 | 0 | 27,514 |
| Play area improvements/upgrades | 8,000 | 8,000 | 0 | 0 | 16,000 | 8,000 | 0 | 24,000 |
| Public consultation | 0 | 0 | 0 | 0 | 0 | 2,000 | 0 | 2,000 |
| Sherwood Court projects | 0 | 0 | 0 | 0 | 0 | 10,000 | 0 | 10,000 |
| Queens Platinum Jubilee | 0 | 0 | 0 | 0 | 0 | 10,000 | 0 | 10,000 |
| CCTV and parish field lighting project | 0 | 0 | 0 | 0 | 0 | 15,000 | 15,000 | 0 |
| Defibrillator | 0 | 0 | 0 | 0 | 0 | 3,000 | 3,000 | 0 |
| Grant Show & community projects | 0 | 0 | 0 | 0 | 0 | 10,000 | 10,000 | 0 |
| Grants | | | | | | | | |
| S106 reclaim - retention fee | 0 | 738 | 738 | 738 | 0 | 0 | 0 | 0 |
| Ho Ho Helsby | 0 | 3,950 | 3,950 | 3,950 | 0 | 0 | 0 | 0 |
| CW&C Covid HPC | 0 | 10,000 | 2,664 | 2,664 | 7,336 | 0 | 4,000 ^a | 3,336 |
| CW&C Covid HCA | 0 | 10,000 | 10,000 | 10,000 | 0 | 0 | 0 | 0 |
| S106 reclaim – basketball and teen shelter | 0 | 1,193 | 1,193 | 1,193 | 0 | 0 | 0 | 0 |
| CW&C Members Budget laptop | 0 | 500 | 500 | 500 | 0 | 0 | 0 | 0 |
| Arts Council - Helsby Art of Here plus S106 | 0 | 9,900 | 870 | 870 | 9,030 | 6,100 ^b | 15,130 | 0 |
| Community Policing Fund 2020-21 | 0 | 500 | 0 | 0 | 500 | 0 | 500 | 0 |
| Total | 29,768 | 47,684 | 19,915 | 19,915 | 57,537 | 66,943 | 47,630 | 76,850 |
| Total earmarked reserves balance at 31st March 2021 | | | | | 57,537 | Expected balance at 31st March 2022 | | 76,850 |

^a Costs for office relocation to be taken from the COVID grant money in 2021/22 (also noticeboard in 2020/21).

^b Includes remaining £1,100 grant money from Arts Council and £5000 contribution from S106 monies through CW&C.

Grant application made to Protos for CCTV project (£4,000) and application to be made to CW&C Members Budgets for table tennis table repairs (£715). S106 reclaim for picnic tables submitted (£2,634). S106 reclaim to be submitted for parish field lighting project (circa £20k).

Reserves (as at 31 March 2021)

| Particulars | c/f 2019-20 £ | Provided 2020-21 £ | Usage 2020-21 £ | Released 2020-21 £ | Balance 31.3.21 £ |
|--------------------|--------------------------|-----------------------------------|--------------------------------|-----------------------------------|----------------------------------|
| General Reserves | 103,302 | 39,603 | 0 | 0 | 142,905* |
| Earmarked reserves | 29,768 | 47,684 | 19,915 | 19,915 | 57,537 |
| Total | 133,070 | 87,287 | 19,915 | 19,915 | 200,442 |

*The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between 3 and 12 month's Net Revenue (Practitioners Guide, NALC, March 2021).