

Shavington-cum-Gresty Council
Finance & Strategy Committee meeting
Main Road,
Shavington, Crewe
CW2 5DP



MINUTES of the meeting held on
Wednesday 15 February 2023

In attendance: Ferguson, K Gibbs, B Gibbs, Wain

ScG FC/22/5/1	To receive apologies for absence
	Apologies were received and accepted from Cllr Hancock
ScG FC/22/5/2	To note declarations of Members' interests
	No declaration was raised
ScG FC/22/5/3	To confirm and sign the minutes of the Finance Committee Meeting held on 23 November 2022
	RESOLVED: that the minutes of the previous meeting are approved and signed as an accurate record.
ScG FC/22/5/4	Public participation
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was raised
ScG FC/22/5/5	To review the year-to-date expenditure for the Council as a whole and to consider Month-End reconciliation statements
	The Clerk briefed Councillors with regards to the YTD report, and highlighted areas of over expenditure in the budget due to inflations and raised costs. Members NOTED the Parish Council YTD financial position. RESOLVED: that the month-end reconciliations statements ending 30 November

	2022, 31 December 2022 and 31 January 2023 are signed and approved
ScG FC/22/5/6	To review the Council's payments and receipts lists since 1 April 2022
	Members NOTED the report. RESOLVED: that payment and receipts made since 1 April 2022 are approved
ScG FC/22/5/7	To undertake an internal audit check
	RESOLVED: that a recommendation is made to Full Council to review the Financial Regulation so that Chairs of each Committees are asked to undertake at least n.2 internal audit/per year and report any issue back to the F&S Committee
ScG FC/22/5/8	To receive and consider the latest version of Parish Council Fixed Asset register
	Members NOTED the report. RESOLVED: that the Parish Council Fixed Asset Register is recommended to Full Council for approval with the following amendments being made: <ul style="list-style-type: none"> - Vine Tree land £1 - Planters and Sleepers #QueenBee project
ScG FC/22/5/9	To receive and consider the latest version of the Parish Council Financial Risk Assessment
	Members NOTED the report. RESOLVED: that the Parish Council Financial Regulation Assessment is recommended to Full Council for approval with the following amendments <ul style="list-style-type: none"> - Staff retention issue – that the following mitigation action is included and implemented: working practice document
ScG FC/22/5/10	To receive and consider the following policies: <ul style="list-style-type: none"> - Shavington-cum-Gresty Parish Council Reserves Policy - Shavington-cum-Gresty Parish Council Investment and Treasury Management Policy - Shavington-cum-Gresty Parish Council Fixed Assets and Content Management Policy - Shavington-cum-Gresty Parish Council Personal Data Complaints Policy - Shavington-cum-Gresty Health and Safety Policy - Shavington-cum-Gresty Village Hall – General Risk Assessment - Shavington-cum-Gresty Environment and Sustainability Policy - Shavington-cum-Gresty Vine Tree Play Area Risk Assessment

	<p style="text-align: center;">- Shavington-cum-Gresty Parish Council Application to Fill a Casual Vacancy for a Councillor</p>
	<p>Members NOTED the report.</p> <p>RESOLVED: that the following policies are recommended to Full Council for approval:</p> <ul style="list-style-type: none"> - Shavington-cum-Gresty Parish Council Reserves Policy - Shavington-cum-Gresty Parish Council Investment and Treasury Management Policy - Shavington-cum-Gresty Parish Council Fixed Assets and Content Management Policy - Shavington-cum-Gresty Parish Council Personal Data Complaints Policy - Shavington-cum-Gresty Environment and Sustainability Policy - Shavington-cum-Gresty Vine Tree Play Area Risk Assessment <p>RESOLVED: that the following policies are recommended to Full Council for approval, with the following amendments being made:</p> <ul style="list-style-type: none"> - Shavington-cum-Gresty Health and Safety Policy –Construction Design Management Regulation 2015: the Parish Council will typically act as client under the CDM regulation - Shavington-cum-Gresty Village Hall – General Risk Assessment – due date Feb 2024 - Shavington-cum-Gresty Parish Council Application to Fill a Casual Vacancy for a Councillor – subject to a further check being made on the eligibility criteria
<p>ScG FC/22/5/11</p>	<p>To receive the bad debts list for 2022/23 and to consider making a recommendation to Full Council to write off bad debts</p>
	<p>Member NOTED the report.</p> <p>RESOLVED: that a recommendation is made to Full Council to sign off the bad debts list for 2022/23</p>
<p>ScG FC/22/5/12</p>	<p>To receive and consider the Project Initiation Document for the ‘Jazz in the Village’ event</p>
	<p>Members NOTED the report.</p> <p>RESOLVED: that option 1 is progressed, and that the Parish Council accept financial risks related with this option and consider this as a learning path for the establishment of a repeatable model to be implemented in the future.</p> <p>RESOLVED: That the event is led by officers, with the support of Councillors and volunteers.</p> <p>RESOLVED: That the allocated budget for the event is £3,000 from the hall hire</p>

	<p>budget, in the understanding that the event will be planned to break even costs.</p> <p>RESOLVED: that the provision of drinks should be arranged with sale or return agreements only.</p> <p>RESOLVED: that C&E Committee is delegated to lead and deliver the project.</p> <p>RESOLVED: that the Clerk will have delegated authority to cancel the event, in consultation with the Chairs of F&S and C&E Committees, in case of low or negative profit margins forecast.</p>
ScG FC/22/5/13	<p>To receive and consider a proposal to transfer £35,000 from the Village Hall bank account to the Shavington-cum-Gresty Parish Council main account</p>
	<p>The Clerk briefed Members with regards to the proposal.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that n.3 authorised signatories Members (Cllr B Gibbs, K Gibbs, Ferguson) approved the transfer of £35,000 from the Village Hall bank account to the Shavington-cum-Gresty main bank account</p>

Meeting Closed at 2116 hrs

Chair: Cllr Wain

Clerk: S Garner