

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



MINUTES of the meeting held on **Wednesday 29 November 2023**

In attendance: B Gibbs, K Gibbs, S Jones

ScG FSC/23/03/1	To receive apologies for absence¹
	Apologies were received from Cllrs R Jones and Ferguson
ScG FSC/23/03/2	To note declarations of Members' interests
	Cllr B. Gibbs declared a personal interest in item 7 due to one of the received quotes being from a supplier he is presently utilising.
ScG FSC/23/03/3	To confirm and sign the minutes of the Finance Committee Meeting held on 20 September 2023
	RESOLVED: that the minutes of the previous meeting are approved and signed as an accurate record.
ScG FSC/23/03/4	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 FSC/23/03/5	To review the year-to-date expenditure for the Council as a whole and to consider Month-End reconciliation statements
	Members NOTED the Parish Council YTD financial position.

¹ Meeting started at 19:33hrs

	It was NOTED that the month-end reconciliations statements ending 30 September and 31 October 2023 were checked and signed by Cllrs S Jones and B Gibbs
ScG FSC/23/03/6	To review the forecast position of the council at 31 March 2024 and to consider any necessary corrective actions
	Councillors NOTED the update. RESOLVED: that no corrective action is currently needed.
ScG FSC/23/03/7	To review and assess quotations for legal services regarding the acquisition of the Western Ecological Mitigation Area. To consider making a recommendation for Full Council to appoint one of the received quotes
	Councillors NOTED the report. It was NOTED that Cllr B Gibbs abstained from the vote. RESOLVED: that a recommendation is made to full council to accept Quote 2 on the basis that the support provided in the negotiation process is stronger, the process is better described in the quote, and they provide more reassurance on the support given to the council in the negotiation of all aspect of s.106 RESOLVED: that the Clerk is instructed to negotiate the payment timeline, ensuring that any payment is scheduled for the upcoming financial year, with a dedicated budget allocation
ScG FSC/23/03/8	To receive and consider the following Project Initiation Documents: a. Corporate workwear (Cllr Randle)
	Councillors NOTED the report. RESOLVED: that the Staffing Committee is requested explore the introduction of a uniform policy, following that, the Finance & Strategy Committee will reconsider the project.
ScG FSC/23/03/9	To receive an update on the Council Strategic review – first workshops and consider any implication in the Council budget setting process for the forthcoming financial year
	The Clerk briefed Councillors on the item. Councillors NOTED the update.

ScG FSC/23/03/10	To receive DRAFT budget 2024/25 and to consider making a recommendation to Full Council
	<p>Councillor NOTED the report.²</p> <p>RESOLVED: that standing orders are suspended at 21;25 hrs to allow the meeting to continue.</p> <p>RESOLVED: that the DARFT council budget v.8 (attached) is recommended to Full Council for consideration. Building on the previous year's action plan, an additional £40k is proposed based on the Council Strategy Review's objectives, divided as follows: £20k for the appointment of the Communication Officer and £20k for a rolling capital fund to commence strategy implementation.</p>
ScG FSC/23/03/11	To receive and consider the following policy a. Reserve Policy
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that the following project is recommended to Full Council for approval:</p> <p>a. Reserve Policy</p>
ScG FSC/23/03/12	To note the date of the next Finance & Strategy Committee Meeting – 28 February 2024 7:30pm
	<p>Councillors NOTED the date of the next Finance & Strategy Committee Meeting.</p>

Meeting Closed at 2225 hrs

Chair: Cllr K Gibbs

Clerk: S Garnero

² Cllr B Gibbs left hrs 21:06hrs and rejoined the meeting at 21:07hrs
Cllr K Gibbs left the meeting at 21:36hrs and rejoined the meeting at 21:37hrs
Cllr B Gibbs left the meeting at 21:36hrs and rejoined the meeting at 21:37hrs

Summary of Receipts and Payments

All Cost Centres and Codes

Community & Engagement Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Newsletter: design, printing and				14,600.00	14,600.00	14,600.00 (100%)	
21	General Parish Council design a				3,600.00	3,600.00	3,600.00 (100%)	
22	PC/VH subscription and adv				1,600.00	1,600.00	1,600.00 (100%)	
24	Christmas Carol				1,500.00	1,500.00	1,500.00 (100%)	
25	Remembrance Service				4,100.00	4,100.00	4,100.00 (100%)	
26	Community events				2,500.00	2,500.00	2,500.00 (100%)	
43	PPS/PRS				300.00	300.00	300.00 (100%)	
49	Micro & Small Grant Scheme				2,500.00	2,500.00	2,500.00 (100%)	
55	#QueenBee fund						(N/A)	
61	Civic events				2,600.00	2,600.00	2,600.00 (100%)	
70	Parish Map Framework				800.00	800.00	800.00 (100%)	
73	Community Event Marketing and				900.00	900.00	900.00 (100%)	
SUB TOTAL					35,000.00	35,000.00	35,000.00 (100%)	

Environment & Recreation Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Ground Maintenance - General e				500.00	500.00	500.00 (100%)	
28	Ground Maintenance- supplier				17,000.00	17,000.00	17,000.00 (100%)	
29	Vine Tree Play area - maintenanc				1,000.00	1,000.00	1,000.00 (100%)	
30	Vine Tree Play Area - Inspection				400.00	400.00	400.00 (100%)	
31	Allotment fee	700.00		-700.00			-700.00 (-100%)	
32	Allotment maintenance cost				700.00	700.00	700.00 (100%)	
52	Defibrillator and kiosk				300.00	300.00	300.00 (100%)	
54	CIL - Community Infrastructure L						(N/A)	
74	Ground Maintenance Contingenc				1,000.00	1,000.00	1,000.00 (100%)	
SUB TOTAL		700.00		-700.00	20,900.00	20,900.00	20,200.00 (93%)	

Finance & Strategy Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Staff Expenses				150.00	150.00	150.00 (100%)	
4	Stationary				500.00	500.00	500.00 (100%)	
5	Accountancy software				835.00	835.00	835.00 (100%)	
6	ICT equipment				1,500.00	1,500.00	1,500.00 (100%)	
9	Audit Fees				1,000.00	1,000.00	1,000.00 (100%)	
10	Insurance				4,000.00	4,000.00	4,000.00 (100%)	
11	Legal and professional fee				2,000.00	2,000.00	2,000.00 (100%)	
12	Subscription (adobe/office/Chalc				4,050.00	4,050.00	4,050.00 (100%)	
13	Telephone and WiFi				950.00	950.00	950.00 (100%)	
14	Website subscription				2,400.00	2,400.00	2,400.00 (100%)	
15	Website transparency				500.00	500.00	500.00 (100%)	
16	Misc/Expenses				1,000.00	1,000.00	1,000.00 (100%)	
17	Precept						(N/A)	
18	VAT reclaim						(N/A)	

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19 Other income				(N/A)
53 Ecological Mitigation Land acqui	7,000.00	7,000.00	7,000.00	(100%)
59 Office costs	6,600.00	6,600.00	6,600.00	(100%)
67 IT support	300.00	300.00	300.00	(100%)
SUB TOTAL	32,785.00	32,785.00	32,785.00	(100%)

Parish Council Project

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51	PCSO funding				41,789.40	41,789.40	41,789.40	(100%)
68	Sponsorship Main Road Car pari				4,837.50	4,837.50	4,837.50	(100%)
72	Sign restoration project				3,000.00	3,000.00	3,000.00	(100%)
75	Rolling Capital Fund (Strategy)				20,000.00	20,000.00	20,000.00	(100%)
SUB TOTAL					69,626.90	69,626.90	69,626.90	(100%)

Staffing Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				83,600.00	83,600.00	83,600.00	(100%)
2	Payroll Service				800.00	800.00	800.00	(100%)
7	Staff Training				1,000.00	1,000.00	1,000.00	(100%)
8	Members Training				400.00	400.00	400.00	(100%)
76	Communication officer				20,000.00	20,000.00	20,000.00	(100%)
SUB TOTAL					105,800.00	105,800.00	105,800.00	(100%)

Village Hall Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Suppliers				300.00	300.00	300.00	(100%)
34	Cleaning Service				5,400.00	5,400.00	5,400.00	(100%)
35	Gas supply				4,800.00	4,800.00	4,800.00	(100%)
36	Power supply				1,600.00	1,600.00	1,600.00	(100%)
37	Fire equipment				330.00	330.00	330.00	(100%)
39	Online booking system				370.00	370.00	370.00	(100%)
40	Hygine service				700.00	700.00	700.00	(100%)
41	Water supply				3,000.00	3,000.00	3,000.00	(100%)
42	Waste collection				1,000.00	1,000.00	1,000.00	(100%)
47	General Maintenance				1,500.00	1,500.00	1,500.00	(100%)
48	Hall hire	15,000.00		-15,000.00				(-100%)
60	Office costs income	6,600.00		-6,600.00				(-100%)
71	Roof maintenance				3,000.00	3,000.00	3,000.00	(100%)
SUB TOTAL		21,600.00		-21,600.00	22,000.00	22,000.00	400.00	(0%)

Summary of Receipts and Payments

All Cost Centres and Codes

Summary

NET TOTAL	22,300.00	-22,300.00	286,111.90	286,111.90	263,811.90 (85%)
V.A.T.					
GROSS TOTAL					