



COLWICH PARISH COUNCIL

MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 9TH NOVEMBER 2023 AT THE PARISH CENTRE, ST. MARY'S ROAD, LITTLE HAYWOOD, COMMENCING AT 7:30PM.

PRESENT (For all or part of the meeting): Cllr Plant (Chairman); Cllr Dunn (Vice Chairman) and Cllr Upton-Loach.

IN ATTENDANCE: Revd Mr Michael Lennon (Parish Clerk and RFO) and Mr Anthony Egan (Deputy Clerk and Finance Officer).

PUBLIC PARTICIPATION: No members of the public were in attendance.

MINUTES.

16/23F APOLOGIES were received from Cllr Mosley (out of the area).

RESOLVED to accept the apology and for the Chairman of the Council to stress to all Councillors that full reasons must be given for an apology to be accepted so as to avoid a casual vacancy (LGA 1972 paras 85 & 86 refer).

PROPOSED Cllr Upton-Loach **SECONDED** Cllr Dunn.
On being put to the vote the Resolution carried unanimously.

17/23F There were no **DECLARATIONS OF INTEREST.**

18/23F There were no **WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011.**

19/23F THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 29TH JUNE 2023.

The incorrect minutes for signing were detailed in the agenda. The Clerk apologised and agreed to include consideration and signing of the minutes of 28th September 2023, to the Full Council meeting of 21st December 2023.

20/23F THE BUDGET FOR THE REMAINDER OF THE YEAR.
23/23F THE TIMEFRAME FOR A REVIEW OF CONTRACTS.

The Clerk asked that these items be considered together as any decision on the latter might impact on the former.

The Clerk noted the length of time it had taken to produce the latest Newsletter. The Clerk has, in response, sought tenders from other local printers as part of the contract review process.

SIGNED AS A TRUE AND ACCURATE RECORD.....

DATE.....

RESOLVED to recommend that PrintDesign, Stone be commissioned to produce the January Newsletter on a trial basis.

PROPOSED Cllr Dunn **SECONDED** Cllr Plant.

On being put to the vote, the Recommendation carried unanimously.

The Finance Officer spoke to the budget for the remainder of the year. The main budget issue was the funding of the work at the Remembrance Garden, Coley Lane.

RESOLVED to recommend to Full Council that £5,000 be moved from the Leisure Committee budget to the Environment budget.

PROPOSED Cllr Upton-Loach **SECONDED** Cllr Dunn.

On being put to the vote, the Recommendation carried unanimously.

21/23F EARMARKED RESERVES.

No adjustments were proposed.

22/23F THE 2024/25 BUDGET.

As requested, the RFO and Finance Officer detailed their recommendation for reordering the budget accounting into a Committee Report. They propose 6 headings:

RESOURCES covering all administration and maintenance (parish wide, parish office and to move maintenance of the JPF to this heading). The Clerk to report on this “Committee” direct to the Finance Committee.

ENVIRONMENT covering Footpaths & Benches; the Green Infrastructure Plan and the Allotments.

COMMUNICATION covering the Newsletter and other Community Engagement.

EVENTS with the general “Festive Amenities” heading being broken down into Fete; Christmas; Twinning and General so as to allow better transparency of spend.

LEISURE covering the JPF project at present with general JPF maintenance moved to Resources.

EMPLOYMENT covering all salary costs as well as DSE equipment (e.g. glasses); training and Staff travel expenses.

The Committee considered the budget requests which had been received from Committees and requested a further meeting on 29th January 2024, to consider the budget, and precept request, using the above revised format.

SIGNED AS A TRUE AND ACCURATE RECORD.....

DATE.....

RESOLVED to recommend to Full Council a revised meeting timetable for the start of 2024 to accommodate the additional Finance meeting as:

Communications Committee	25 th January 2024
Finance Committee	29 th January 2024
Events Committee	1 st February 2024
Full Council	8 th February 2024

PROPOSED Cllr Plant **SECONDED Cllr Dunn**
On being put to the vote, the Recommendation carried unanimously.

23/23F The Clerk was requested to provide contract time frame details for:
Office Printing; Cloud; Telephone; Electricity and Insurance for the May 2024
meeting.

24/23F **DATE OF NEXT MEETING** to be 29th January 2024.
Meeting closed at 9:17pm.

SIGNED AS A TRUE AND ACCURATE RECORD.....

DATE.....