

**Minutes of Shevington Parish Council
Finance Committee Meeting
Held Wednesday 3 March 2021
8:07 pm – Virtual Meeting**

Present: Councillor Ira Whiteley (Chairman), Councillors William McKnight, John Whiteley, Jessica Higham, Michael Grimes, Michael Crosby and Christopher Horridge
One member of the public

Officer in Attendance: Mrs Krystyna Pilkington (Clerk)

1. Apologies

Cllrs John Ball and Vicky Galligan

2. Declaration of Interests

None

3. Minutes of the Last Finance Committee Meeting (6 January 2021)

Resolved: The Minutes of the Finance Committee meeting held on 6 January 2021 were approved as a true and correct record.

4. Quarterly Budget Monitoring

The updated quarterly budget monitoring document was received. It included detailed explanations behind the changes to expenditure over the previous three months as well as notes explaining the functions of the columns. The report was discussed and accepted.

5. Financial Monitoring Report

A report on financial monitoring prepared by Cllr Mike Grimes had been initially presented to the Full Council in February. Discussion had been deferred to the Finance Committee meeting. A previously circulated supplementary paper prepared by the Clerk in relation to some aspects of the report was received. Matters covered by the supplementary paper formed the focus of the discussion.

Cllr Mike Crosby left the meeting.

Cllr Grimes had made a number of recommendations in relation to the way in which financial information should be reported. Some of these had already been implemented. Bank statements were received on a monthly basis and were circulated to the Chairman for signature. Most approved bank signatories could monitor the bank statements by accessing them online. However, it was agreed that, to make the accounting reports easier for all members to follow, bank statements would be

circulated to all members each month prior to the Full Council meeting. To comply with GDPR personal information would be redacted.

The purpose and size of some of the ear-marked reserves for the financial year ending 31 March 2022 were considered.

Resolved:

The Committee made the following recommendations to the Council:

- (a) The Memorial Park Drainage Reserve should be renamed the Memorial Park Development Reserve.
- (b) The Car Park/Fence Reserve should be reduced to £4,000.
- (c) The Planning/Legal Reserve should be reduced to £2,000.

6. Virements

The quarterly budget monitoring report had identified several cost centres which were either showing or were expected to show an underspend by the end of the financial year.

Resolved:

The Committee approved the following virements:

- £88 from the 'Expenditure Contingency' cost centre to the 'Chairman's Allowance' cost centre to cover the current overspend and the cost of frames for the Community Service awards.
- £93 from the 'Expenditure Contingency' cost centre to the 'National Insurance (employer's)' cost centre to cover an anticipated overspend.
- £277 from the 'Expenditure Contingency' cost centre to the 'Caretaking Salaries' cost centre to cover an anticipated overspend due to March salaries owed.
- £3,745 from the 'Expenditure Contingency' cost centre to the 'Tree Survey/works' cost centre to cover an overspend for work undertaken in Memorial Park, for which funds had not been allocated in the budget.
- £111 from the General Reserve (which holds income from plot rents) to the 'Allotments' cost centre to cover an overspend created by unexpected plumbing works.
- £1,159 from the General Reserve (which holds returned funds relating to un-presented cheques connected to the 'Plants & Planters' contract for 2019/20) to the 'Plants & Planters' cost centre to cover the anticipated overspend.

7. Shevington in Bloom Plants

A request from Shevington in Bloom for permission to purchase replacement Heuchera to plant in the flower beds on the corner of Church Lane and Shevington was considered. The two flower beds would need approximately 10 - 12 plants each and the cheapest plants they would be able to source would cost between £4.99 and £5.99 each. SinB had estimated that the replacement plants would cost at most £143.76.

(£240 had been allocated for replacement plants under this cost centre.) The expenditure would be from next year's budget.

Resolved: The Committee approved the above expenditure.

8. Memorial Park Loan Application

Members discussed and agreed the detail of the application to the Ministry of Housing & Local Government for permission to apply to the Public Works Loans Board for a loan. The loan would have a ceiling of £150,000 and would cover the cost of installing new drainage in Memorial Park, replacement and repair of the footpaths, replacement trees and landscaping. It would be repayable over a period of 25 years.

9. Financial Aid Applications

None

10. Dates of Next Meetings

31 March (Council); 7 April (Policy & General Purposes Committee)

There being no further business the Chairman closed the Meeting at 9:03pm

Chairman