

**New Earswick Parish Council
Finance Committee Minutes
18 November 2022 14.00 hours**

Attending Councillors:	Sue Glenton (Chairman)	SG
	Christine Durrant	CD
	Audrey Steel	AS
Apologies:	Carol Runciman	CR
Clerk/Minute Taker	Sally Bruckshaw	SB

FC22.11.01 **Notices of the Meeting, receipt of apologies and approving reasons for absence**

The notices of the meeting had been post on the Parish notice board and web site. The reason for absence was approved.

FC22.11.02 **To receive declarations of interest on any items on the agenda**

None.

FC22.11.03 **To approve the minutes of the meeting held on 17 June, 2022**

The minutes of the meeting held on 17 June, 2022 were approved as a correct record and signed by the Chairman. The draft minutes had been considered at a main meeting in June.

FC22.11.04 **To decide how to advise the full Council regarding any grant applications that have been submitted**

A York Inspirational Kids – All About Autism – An application for £1500 had been received. Members recommended that further information should be sought giving an itemised break down of how the funding would be used.

B New Earswick Library – Story time and Rhymetime/Chatterbooks, Lego and Games Club – Members considered that the full application for £350 be approved.

C Friends of New Earswick Swimming Pool (FoNESP) – Energy Efficiency Project – Members recommended that the application for £1000 be approved. It was noted that SG had taken part in a recent zoom meeting as the Parish representative on the group.

D JRHT - An email (20.9.22) had queried whether the Parish Council would financially support the production of the bi-monthly New Earswick What's On and Annual. This had recently been reintroduced at an approximate annual cost of £5250. A formal grant application was to be requested. It was noted that lower

grade paper and limited use of colour would reduce production costs significantly. The current distribution area mainly covered Trust properties.

E £500 initially proposed for projects as part of the Jubilee commemoration had been retained for the development of a sensory garden (details awaited).

FC22.11.05 **To arrange an external assets check**

A date was to be agreed for the annual check.

FC22.11.06 **Update on information relating to the financial compensation scheme for Parish Councils**

Following lengthy correspondence with the Parish Council bank commencing at the end of 2019. Written confirmation had eventually been given in February 2021 that the Parish accounts were covered by the scheme. Statements issued from August 2022 now included reference to this.

FC22.11.07 **Confirmation of Terms of Reference for this Committee**

Members confirmed that meetings were being held as required and did not always fall into a three monthly schedule. No changes to the document were to be made.

FC22.11.08 **Annual review of Financial Regulations**

SB highlighted 2.1, 3.1, 10.11 and 10.12. These related to specific dates for the budget estimates for the precept and the process of obtaining quotations. No changes were to be made.

FC22.11.09 **Audit arrangements for the financial year 2022-23**

The internal and external audit for 2021-22 had been undertaken with no matters of concern raised and approvals had been made by the full Council. It was noted that SG had received notification from YLCA that many local Councils in Yorkshire had not completed their audit requirements for this period and would be receiving additional charges. Members agreed that the current internal auditor should be re-appointed for 2022-23 (subject to availability). PKF Littlejohn had been notified as the ongoing external audit providers for the period covering audits from 2022 to 2027.

FC22.11.10 **To update Members on advice received from the payroll provider**

Advice had been requested from YLCA to ensure that the detail in the Clerk's contract relating to holiday entitlement was correct. A response had been issued to the Chairman of the Council as per their procedures.

FC22.11.11 **To consider the salary (including National Pay Award 2022-23) and conditions of service of the Clerk/Responsible Financial Officer**

Changes to the contract would be required due to the office move. The information received under agenda item 10 would be checked at the same time. Confirmation of the details would be referred back to the Finance Committee. Members recommended that the National Pay Award be accepted for the period from 1.4.22.

FC22.11.12 **To confirm the annual membership of the Society of Local Council Clerks**

It was recommended that the membership be renewed for the 2023 year.

FC22.11.13 **To agree the date and time of the next meeting**

SB was to contact CR to confirm a date in early January to agree the budget recommendation for the 2023-24 financial year and notify Members.

The meeting closed at 14.55 hours.

Signed _____ Chairman

Date 11 January 2023