

Shincliffe Parish Council

Chair of the Committee:

Cllr Stephen Ashfield
3 Geoffrey Avenue
Durham
DH1 4PF



Acting Clerk:

Richard Ormerod
Helvellyn, 14 Geoffrey Avenue
Durham
DH1 4PF
shincliffeparishcouncil@yahoo.co.uk

www.shincliffeparishcouncil.co.uk

Minutes of the Meeting of the Finance Committee of Shincliffe Parish Council held on Tuesday 9 November 2021 at 6pm in St Mary's Church Hall, Shincliffe Village

1	Record of attendance: <i>Councillor Stephen Ashfield (in the Chair), Councillor Michael Banks, Councillor Brian Fairlamb (as substitute for Councillor Christine Warburton) & Councillor Lizzie Pexton.</i> Also present: Richard Ormerod (Interim Clerk).
2	Apologies for absence: <i>Councillor Christine Warburton.</i>
3	Minutes of the meeting of the Finance Committee held on 7 September 2021: <i>These were agreed as a correct record.</i>
4	Declarations of interest and dispensation requests: <i>There were none.</i>
5	Update on financial position and first draft of budget for 2022-23 for discussion: The Chairman presented a draft budget for consideration. A discussion took place. This included the clerk's salary, council branding on purchases, paying for extra warden cover, reserves and the possible need to provide allotments for residents. It was noted that the Quality Gold Award would not be pursued in 2022-23. <i>It was agreed to recommend to full council that the following cost codes should be amended to show the following amounts: Christmas trees (£300), Printing (£100), Room hire (£320), Consultancy (£200), Neighbourhood Plan (£1000), Climate change campaigns (£1000).</i>
6	Grant applications: A discussion took place. It was noted that the Clerk would be meeting with Craig Morgan from Durham City Area Action Partnership on 12 November to discuss outside funding for new noticeboards and the improvement of the council's website. <i>It was agreed to recommend to full council that the council attempt to secure outside funding for purchase of noticeboards, printing and improvement of the council website.</i>
7	Review of financial regulations: It was noted that financial regulations would have to be updated in respect of Item 8 (below).
8	Moving to online banking and payment card:

	It was noted that the council was now fully up and running with online banking with HSBC. It was noted that the council had not yet obtained a payment card.
9	Accounting software: The Clerk reported that moving the council's accounts to the Scribe system had been a success, and that the company provided excellent ongoing support to customers.
10	VAT returns: Members were informed that £989.42 was eligible to be reclaimed in the current financial year.
11	Financial implications of the Queen's Platinum Jubilee: A discussion took place. It was noted that village residents would light beacons for the event.
12	Other business (please notify the Chair beforehand): There was none.
13	Date and time of next meeting: 1 December 2021 at 6pm.