



Holmes Chapel Parish Council

Clerk of the Council: Nicola L Clarke

Email: clerk@holmeschapelparishcouncil.gov.uk
01477 533934

Assistant: Sue McKay

Email: admin@holmeschapelparishcouncil.gov.uk
01477 533934

1 Church Walk, Holmes Chapel, Cheshire, CW4 7AZ

FINANCE COMMITTEE

TO ALL MEMBERS OF THE COMMITTEE - Steve Ranger (Chairman), Brian Bath, Mike Blomeley, John Clowes, Rab Parry, Margaret Ranger, David Savage.

You are summoned to attend a meeting of the Finance Committee on **Thursday 14 April 2016** at the Community Room, Holmes Chapel Library commencing at 7.00 p.m.

FULL COUNCIL WILL TAKE PLACE IMMEDIATELY FOLLOWING FINANCE COMMITTEE.

AGENDA:

1. **Apologies** – To approve any apologies for absence
2. **Declarations of interest** – To receive any declarations of interest.
 - a) **disclosable pecuniary interests or**
 - b) **other disclosable interests****as required under Chapter 7 of the Localism Act 2011.**
3. **Public Forum** - The Chairman will adjourn the meeting to allow questions from members of the public to last no longer than 15 minutes. After questions the Chairman will reconvene the Parish Council meeting
4. **Minutes** -To approve the minutes of the Committee / Full Council meeting held on 14 January 2016 copies circulated
5. **Matters arising** – to note the interim audit was held on 22 March 2016 and a report attached. Comments made are dealt with in the Clerk's report.
6. **s.137 donations** - to recommend approval of the following donations to Full Council (see attached information).
 - **All4U Cheshire** - supporting adults with special needs - £200
 - **PCC** - to provide assistance with relining their car park spaces in the Co-op car park - £200
 - **Royal British Legion** - to fund the band at the remembrance service - £350
 - **Holmes Chapel Singers** - £200 to assist with the cost of facilities hire
7. **Financial reports / update – Financial report / update** – To approve the 4th quarter and year end accounts and to pass the following resolution:
 - to receive and note the Clerk's report (see attached)
 - to receive a report from the Finance Member (see attached)

- to recommend approval of the 2015/16 accounts and audit return subject to audit.
- 8. s.137 Expenditure** - To note that the Department for Communities and Local Government has confirmed the sum for Parish Councils for s137 expenditure of the Local Government Act 1972 for 2016-17 is £7.42 per elector. The allocation in the 2016-17 budget is £2000.
- 9. Banking** - to note the account with Barclays bank is now closed. Accounts remain open with Co-op and Unity Trust bank. See report and recommendations at Appendix 2.
- 10. Next agenda** - to note the following items will be put on the next agenda:
- Review financial calendar
 - Review Financial Regulations
 - Insurance including fidelity cover
 - Review Asset Register
- 11. Chairman's and Clerk's reports** – To receive reports

Nicola Clarke
Clerk of the Council
8 April 2016

Appendix 1

Financial calendar

<p>April Receive bank statements Bank rec Report to committee Precept – first instalment Complete year end accounts and year end review VAT</p>	<p>October Receive bank statements Bank rec Report to committee Second quarter review (budget and bank rec)</p>
<p>May Receive bank statements Bank rec Report to committee Accounts ready for internal audit File employers annual return Review insurance generally</p>	<p>November Receive bank statements Bank rec Report to committee Call to members for budget items Budget meetings VAT</p>
<p>June Receive bank statements Bank rec Report to committee Accounts ready for external audit Renew insurance Grants / Donations – s. 137 payments PAYE Rent</p>	<p>December Receive bank statements Bank rec Report to committee Budget preparation PAYE Rent</p>
<p>July Receive bank statements</p>	<p>January Receive bank statements</p>

Bank rec Report to committee First quarter review (budget and bank rec)	Bank rec Report to committee Third quarter review (budget and bank rec) Finalise budget / precept requirement Review fidelity cover VAT
August Receive bank statements Bank rec Report to committee VAT	February Receive bank statements Bank rec Report to committee Review assets register Review risk assessment
September Receive bank statements Bank rec Report to committee Precept – second instalment PAYE Rent	March Receive bank statements Bank rec Report to committee Annual report – financial part PAYE Rent Salary review / minute

Appendix 2

Banking:

The parish council holds a small amount of money in the Co-op bank and the majority lodged with Unity Trust bank. The current balance is now over £200,000, most of which is held in the deposit account. £50,000 is earmarked for payment in April 2016 to pay an instalment of the Public Works Loan and the parish council contribution to ES&R for refurbishment works carried out earlier in the year. A further £97,000 (half - precept) will be received in September 2016. The council is covered by fidelity insurance up to £400,000 which will be reviewed prior to renewal in September.

Unity Trust is used as the main bank account now and authorisation of payments by councillors is now more or less set up and working satisfactorily. This method complies with our financial regulations and satisfies the auditor. However, Unity have notified us that a monthly £6 fee will be charged from June 2016 for all accounts with a 14p transaction charge for all accounts with over £100,000 turnover. Although this is in line with most banks, it is frustrating having recently changed banks. The Co-op currently do not charge if an account remains in credit but do not provide the required on line authorisation to comply with our financial regulations.

No interest is earned on either current account. Both operate a deposit account with current interest rates as set out in the table below:

Co-op - Deposit account	Gross interest
£25,000 - 99,000	0.06%
£100,000 +	0.09%
Unity Trust - Deposit account	
£0-19,000	0.1%
£20,000 - 49,000	0.175%
£50,000 - 99,999	0.2%

As most of the refurbishment work at HCCC has now been completed there is no longer a need to hold large amounts of money readily available apart from earmarked money for projects due to be completed in the immediate future. I am therefore recommending that some money is put into a bond in order to maximise interest. As it is necessary to have an account open when a bond is issued, the Co-op is the only option available (Unity Trust does not offer bonds). Interest rates are shown below:

Co-op Bonds	Gross Annually
1 year fixed rate	1.20%
2 year fixed rate	1.40%
3 year fixed rate	1.80

Recommendation

To approve transferring £75,000 into a 1 year bond with the Co-op.