

GRETTON PARISH COUNCIL
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Minutes of the Meeting of Gretton Parish Council Finance Committee
held on **Wednesday 8th May at 7.00 pm** at The Baptist Church, Gretton. NN17 3DB

Present: Cllrs Lilley, Wright, Fox and the Clerk (C Watts).

24/013F: To receive and approve apologies for absence

RESOLVED: None

24/014F: To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.

RESOLVED: No declarations made.

24/015F: To Review the AGAR and internal audit report
Clerk shared that 2 mornings were spent with Helen Hayward on the internal audit report and a checklist was completed showing comfort that rules and reporting of Finance matters were being adhered to. Helen has dated and signed the necessary documents and the full report is to be presented to all Councillor's for approval for the Clerk to submit before the due date.
Clerk to provide the reports to Cllr Lilley to show where the financial numbers have come from (Budget v Actual report)
The Clerk shared there are two small bank accounts, Village Green and Picks Playing Field. The process needs to be started to close these accounts.

RESOLVED: Approved

24/016F: To Review the Insurance renewal documents
The Clerk provided the documents for review and Cllr Lilley raised the question of putting the insurance out to tender,
Cllr Fox shared that the Guidance that has been given to Parish Councils is that Clear Council (the current insurance provider) are the specialists on Parish Council Insurer's. The Clerk shared that there had been an increase from last years cost of approx. £600 which takes into account the insurance of the skatepark and Gym, as well as the normal yearly increase in rates
Cllr Fox raised the point from the document Header the points on the Statement of Fact declaration to all Cllr's. It was decided that the Clerk to send this document and highlight this item to all Cllr's.
Cllr Fox shared that he had a look at the sums insured for the individual assets and raised the point that the Parish Council insures the sports pavilion and the social club. It was agreed that the Parish Council would continue to insure the pavilion and recharge the Social Club.
The Budget was checked and the amount entered covers the increase

The Clerk to send the policy documents to all Cllr's stating the renewal date and approval will be needed at the next Parish Council meeting

RESOLVED: Approved

- 24/017F:** To Review the Asset Register and sums insured
Cllr Fox raised that he had been reviewing the Asset Register which has been updated with the Gym and Skatepark to make sure everything owned by the Parish Council was included. Cllr Lilley shared that Land at Harringworth Road will need to be changed in relation to the Land Swap . The Clerk to contact Lamb & Holmes to ask for an update on the progress of the documentation.
An additional defibrillator in the village hall was discussed and Cllr Wright raised the point that funds could possibly be applied for by one or more of the groups that use the village hall. Cllr Lilley will raise this with the village hall at the next meeting.
It was agreed that the TVAS is to be added to the Asset Register.
Clerk to check Mobile phone contract

RESOLVED: Approved

- 24/018F:** Recreation Ground Sewage – Next Steps
Discussion took place concerning the extent of use of the Pavilion and suitability of the facilities for present and future user groups.
The Recreation Ground meeting to be asked to discuss the matter and to consider whether further investigations should be made with regard to the inclusion of the upgrading of the sewage system at the same time as a larger improvement scheme.

RESOLVED: Approved

- 24/019F:** Review of our Expenses Policy ahead of submitting to Council to approve at next full meeting
Minor points raised by Cllr Wright including, the word Chairman being used, Removal of point that Clerk to be able to claim tax relief on working from home.
Clerk to check contract on place of work to determine claiming of mileage.
Expense form to be created for future claims.
Change point that every Cllr must obtain VAT receipt.

RESOLVED: Approved

- 24/020F:** To Discuss Issues with the mowing contractor
The Clerk shared that there had been contact with the mowing contractor sharing some areas hadn't been cut. Cllr Lilley and the clerk had a drive round the village to identify the areas and spoke to one of the grass cutters who shared they did not have a mowing map. The Clerk had provided the contractor with a map. Once map was received the verges were cut. The Contractor has shared that they are having teething problems. It was discussed that the contractor was aware of the job prior to submission of the tender. Communication to happen with the Council and the contractor to discuss to try to resolve the issues.

Cllr Wright raised should we look to push back the responsibility of the grass verges back to NNC in the future as the grant the Parish Council receives does not cover the cost of a contractor.

RESOLVED: Approved

24/021F: Councillors' questions.

Cllr Fox raised the inspection report that he has prepared sharing the timetable of how often assets will be inspected in and around the village. The Bus stop by the village hall was discussed and that if owned by the Parish Council it needs to be repaired.

It was agreed that the phone box should be included on the inspection list. Discussed that the Salt Bins that are owned by the Parish Council need to be inspected.

Cllr Wright to share the dates that the Fire Extinguishers will be professionally inspected.

The Clerk shared that she had received a bill for the phone box lighting. To add to the Parish Council meeting agenda for approval for this account to be set up as a Direct Debit.

Model Regulations to be shared with the Parish Council and the Finance Committee to discuss any items that need to be introduced.

Under the Finance Committee there needs to be a review on the limits.

Agreed that good Financial Controls are currently in place.

Clerk to check for Model Financial Regulations document.

RESOLVED: Approved

24/022F: Date of Next Meeting
26th June 2024

RESOLVED: Approved

24/023F: Close
8.50pm

RESOLVED: Approved

Signed: _____

Cllr.Lilley, Chair, Finance Committee and Gretton Parish Council.

Date: