



A meeting of the **Finance Committee** will be held on  
**Wednesday, 7 November 2018**  
**in Shavington Village Hall, Shavington at 9.00 pm**  
**(or at the later conclusion of the Parish Council Meeting)**

To: Members of the Committee  
Councillors Benjamin Gibbs (Chairman), K Gibbs, R Hancock and W McIntyre

Date of issue: 2 November 2018

## A G E N D A

### 1 APOLOGIES

### 2 DECLARATION OF INTERESTS

Members to declare any disclosable pecuniary interest or non-pecuniary interest which they have in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests, to leave the meeting prior to the discussion of that item.

### 3 MINUTES

To approve as a correct record, the Minutes of the Meeting held on 30 May 2018.



### 4 DRAFT BUDGET 2019-2020

To consider budget proposals for 2019-2020. The following documents are enclosed:



- Clerk's covering report.
- Receipts and Payments Statement for each account showing the position at 30 September 2018.
- Budget Monitoring for the period to 30 September 2018, and revised estimates to 31 March 2019, together with draft budget for 2019-2020.
- Additional report relating to the Clerk's contracted hours. (to follow)

The Committee's recommendations will be submitted to the Parish Council at its December meeting and, if necessary, the final recommended budget can be submitted to the meeting to be held on 4 January 2017 to enable a precept request to be submitted to Cheshire East Council by 13 January 2017.

### 5 CLERK'S SALARY – STANDING ORDER

The Committee is invited to recommend to the Parish Council that the Clerk's monthly salary be paid by Standing Order rather than by cheque. The amount payable each month is around £926.10 but varies by 20P month-by-month. If a Standing Order was introduced, the amount of £926.10 could be the monthly payment and any differences at the end of the financial year could be resolved by A J Hardy Ltd. advising of any adjustments which would need to be made.

## **6 FINANCIAL REGULATIONS**

The Committee is invited to review the Financial Regulations; in particular, regulation 11.1 (h) which states:

*When it is intended to enter into a contract of less than £25,000 (but more than £3,000), in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk/RFO shall obtain three quotations (priced descriptions of the proposed supply). Where the value is below £3,000 and above £1,000 the Clerk/RFO shall strive to obtain three estimates; otherwise, Regulation 10 (3) above shall apply.*

Although not explicitly stated, an inference can be drawn that for any expenditure proposed which is below £1,000, there is no requirement to seek quotations.

The Committee is invited to consider recommending the inclusion of a paragraph which specifically authorises the Clerk, in consultation with the Chairman of the Council or appropriate Committee, to authorise expenditure below £1,000.

A copy of the Financial Regulations is enclosed for ease of reference.



## **7 INTERNET BANKING**

The Committee is asked to consider recommending to the Parish Council the introduction of Internet Banking.

## **8 ZERO TRAINING**

As part of the change to the Village Hall booking arrangements, it is suggested that future payments (on a date to be agreed) should be made electronically only. At present, these are made in cash and cheques and it requires someone visiting the bank in Crewe to make deposits. This was a task carried out by Councillors Adams and McIntyre, but as Councillor McIntyre is now stepping down from Village Hall bookings, it is suggested that electronic payments be introduced.

This change would require the introduction of an invoice system and it is suggested that the Zero system be introduced. Training would be required and this would cost approximately £500.

## **9 NEXT MEETING**

The Committee is asked to arrange a meeting in January/February to carry out a Cardiff check.