

## BLACKWELL PARISH COUNCIL – Minutes

Minutes of the Blackwell Parish Council finance & HR Committee Meeting held on Wednesday 20<sup>th</sup> September 2023, 2pm at Hilcote Community Centre.

### PRESENT

Cllrs: C Moesby (Chair), I Newham (Vice-Chair) and A Burrows

### ALSO PRESENT

K Poynter (Clerk)

Members of Public: 0

#### FHR/001/23 To Receive Apologies for Absence

None

#### FHR/002/23 To elect a Chair and Vice Chair for the Ensuing Year

**RESOLVED:** That Cllr Moesby would be Chair and Cllr Newham would be Vice Chair Agreed by All

#### FHR/003/23 Variation of Order of Business (if required)

None.

#### FHR/004/23 Declaration of Members Interests

To be declared if relevant items arise.

#### FHR/005/23 Public Speaking

No members of public were present.

#### FHR/006/23 Review of Budget

There was a discussion about the expenditure vs budget so far.

**RESOLVED:** That the Clerk would revisit the reporting mechanism to check everything was accounted for correctly, that, going forwards, it would be best to review the budget on a quarterly basis, and that everything looks to be in order as it is.

Agreed by All

There was a discussion about the impact of not having the General Power of Competence and the potential impact on the budget with regards to the allocation of section 137 money being the only avenue to create relevant expenditure outside of prescribed powers.

The following recommendations were made to vire money in the budget to help to pay for Newton Community Centre Floor:

AREA	Original allocation	Proposed allocation	Vire for NCC Floor
NCC Floor	£22,000	£	£22,000
Floral displays	£16,000	£12,500	£3,500
S137 grant giving	£5,000	£2,000	£3,000
Christmas displays	£6000	£4,000	£2,000
Office upgrades	£2,000	£1,000	£1,000
BCC refurbishment	£10,000	£2,000	£8,000
<b>Total</b>			<b>£40,500</b>

Agreed by All

Chairman's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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It was noted that a grant of £10,000 has been awarded by Derbyshire County Council on provision that it was proven that £35,000 match funding was already in place.

- FHR/006/23**    **Payments**  
**RESOLVED:** That the payments to Vertas and PKF Littlejohn me made.  
Agreed by All
- FHR/007/23**    **Audit**  
There was a discussion about the results of the external audit and making sure that everything is put in place to keep in line with recommendations.
- FHR/008/23**    **Insurance**  
**RESOLVED:** to recommend the quote from Zurich for £7,788.04 rather than Gallaghers for £10,730.24 and that the risk of flooding not being covered for Hilcote Community Centre by Zurich was calculated to be minimal – particularly in light of the price difference, and that this recommendation be e-mailed to full council for agreement.  
Agreed by All
- FHR/009/23**    **Internal Controls**  
**RESOLVED:** that a policy for internal controls be drawn up for discussion and approval.  
Agreed by All
- FHR/010/23**    **Risk Management**  
**RESOLVED:** that a few minor tweaks be made to the Risk Management Risk Assessment, including using a matrix to score actual risk, and that it be reviewed every quarter.  
Agreed by All.
- FHR/011/23**    **Policies**  
**RESOLVED:** to draw up and discuss a reserves policy  
Agreed by All
- FHR/012/23**    **Charities**  
**RESOLVED:** to recommend that the deficit created by the three charities be written off as a grant and that other current costs are review on an ongoing basis to provide covering grants for and to seek outside funding where possible.  
Hilcote Miners Welfare and Community Centre – £8,827  
Newton War Memorial Playing Fields – £4,869  
Westhouses Memorial Playing Field – £2,337  
Agreed by All
- FHR/013/23**    **Staffing**  
It was agreed to arrange an additional meeting to cover staffing items.
- FHR/014/23**    **Date and Time of Next Meeting**  
Full Council:    Monday 2<sup>nd</sup> October 2023, 7pm at Westhouses Primary School  
Committee:    To be arranged as soon as possible.

The meeting closed at 3.36pm.

Chairman's Signature: \_\_\_\_\_ Date: \_\_\_\_\_