

MINSTER PARISH COUNCIL
POLICY & FINANCE COMMITTEE

**Minutes of the Committee meeting held on Tuesday 17th May 2022
in the Neighbourhood Centre, 4a Monkton Road, Minster at 11.00 am.**

Present: Councillors Day, Mrs. Gimes (Ex-Officio), Jones, Quittenden and Mills.

In Attendance: Kyla Lamb (Clerk/RFO)

Apologies were received from Cllr Crow-Brown

26. ELECTION OF CHAIRMAN

RESOLVED: That Councillor Quittenden be elected Chairman of the Committee for the year 2022/23.

Councillor Quittenden in the Chair

27. APPOINTMENT OF VICE CHAIRMAN

RESOLVED: That Councillor Colin Mills be appointed Vice Chairman of the committee for the year 2022/23.

28. MEMBERS' INTERESTS

No declarations of interest, or deregistration, were made.

29. MINUTES

RESOLVED: that the minutes of the meeting held on the 4th January 2022 be approved and signed by the Chairman.

30. ACCOUNTS TO 31ST MARCH 2022

The Clerk submitted documentation for the following :-
Profit and Loss and Balance Sheet to 31 March 2022

RESOLVED: that the Profit and Loss and Balance Sheet to 31st March 2022 be accepted.

31. ALLOCATION OF RESERVES 31ST MARCH 2022

Members considered the allocation of reserves submitted by the Clerk and
RESOLVED that the reserves allocation be approved.

32. REVIEW OF THE ANNUAL RISK MANAGEMENT STATEMENT

Members considered the updated Annual Risk Management statement for the forthcoming year and:

RECOMMENDED: to Council that the document be approved and the Chairman signs the Risk Management Statement on behalf of the Council.

33. REVIEW OF THE SYSTEM OF INTERNAL CONTROL
Members considered the Statement of internal Control and
RECOMMENDED: to Council that the document be approved and the Chairman and Clerk sign the Statement on behalf of the Council.

34. APPROVAL OF ANNUAL GOVERNANCE STATEMENT 2021-22
Members considered The Annual Governance statement for 2021-22.
RECOMMENDED: to Council that the Annual Governance Statement be approved and that the Chairman and Clerk sign and date the Statement on behalf of the Council.

35. APPROVAL OF ACCOUNTING STATEMENTS FOR 2022-22
Members considered the Accounting Statements and supporting documents as provided by the Clerk Responsible Financial Officer who had prior to the meeting signed and dated Section 2 of the AGAR for 2021-22.
RECOMMENDED: to Council that the Accounting Statements and supporting documents be approved and signed and dated by the Chairman on behalf of the Council.

36. REVIEW OF FIXED ASSET REGISTER
Members **AGREED** that the fixed asset register be accepted.

37. ALL WEATHER PITCH INCOME AND EXPENDITURE

The Clerk has updated a summary of the income and expenditure from 2008 to 2022 for the pitch. The Clerk reported that the surplus of income over expenditure this year is £18025. This has increased the sinking fund giving a total fund to date of £116,583 held in reserves.

38. REVIEW OF BUDGET AND ALL WEATHER PITCH FEES

The Clerk explained that since the budget had been agreed in January, the increase to the national living wage and the increase in national insurance contributions, the budget figures for staff costs needs to be increased by £1959. It was **AGREED** that this would be reviewed again in a couple of months.

The Clerk further reported due to the energy price increases a new fixed rate had been agreed for the AWPS electricity contract however this would still increase the current cost per annum from £3500 to approx. £6000 per annum. The Clerks had calculated that to help with this increase in overheads that the hire rate should be increased.

RECOMMENDED: To Council that the hire rate for the all weather pitch be increased to £55 per hour for a full pitch hire and £38 per hour for a half pitch hire. (currently £50 full pitch and £35 half pitch).

Signed:

Chairman
Meeting closed at 12.00 A.M.