

Local Government Act 1972
Minutes of Mellor Parish Council Finance Committee

Held on 23rd May 2024 commenced at 7.00 pm held at Mellor Village Hall, Mellor

In attendance Cllrs Brunskill, Hughes, Outhwaite, Proctor and Murtagh (Acting Clerk) and one member of the Public

1. Appoint a Chairman of the Finance Committee
 - 1.1 Cllr Hughes Proposed Cllr Outhwaite and Cllr Proctor Seconded. No other proposals. Unanimous decision. **Resolved Cllr Sue Outhwaite is the Chair of the Finance Committee.**
2. Accept declarations of Pecuniary Interest
 - 2.2 **No declarations.**
3. Accept any Absences.
 - 3.1 **Cllr John Fletcher sent his apologies for being unable to attend.**
4. Agree Minutes of Finance Meeting 21st March 2024 previously circulated to Members.
 - 4.1 **The Minutes of the Finance Meeting held on 21st March 2024 were unanimously agreed.**
5. Consider and action the payment of the grant for Mellor Juniors Football Club £500 approved by full Council on 9th May 2024.
 - 5.1 **This grant had been previously agreed by full Council. After discussion by the Finance Committee it was agreed to award a Grant of £500 and a cheque be duly signed.**
6. Discuss and action the re-payment to the LEF of grant £1000 approved by full Council 9th May 2024.
 - 6.1 **Previously agreed by full Council a cheque was duly signed for full repayment.**
7. Consider the application received from MCA for the King's Coronation Grant £500 received 16th May 2024 for approval by full Council on 5th June 2024.
 - 7.1 **This was a deferred Agenda item and had been previously agreed by Council in 2023. Voted in favour and a cheque was duly signed.**
8. Set the budget for 24/25 deferred from March Finance Meeting information previously circulated to Finance Committee prior to meeting.
 - 8.1 **Deferred from the Finance Meeting of 21st March 2024 a full discussion took place and the Budget for 24/25 was agreed to be recommended to Full Council for their approval on 5th June 2024.**
 - 8.2 **The Grass cutting Contract although agreed for 24/25, it was resolved should be recommended to Full Council to look for other Contractors from April 2025.**
 - 8.3 **The Play Area Inspection Contractor for Health & Safety costs were discussed and it was resolved to recommend to Full Council that the Play Area Committee actively seek alternative quotes from other contractors.**
9. Approve the 3 year forecast for MPC.
 - 9.1 **Rising costs and the bank balance were discussed at length and it was agreed to actively keep spending to a minimum and agree the projections for the forecast until 2028 with a view to not increasing the Precept due to the current financial climate.**
10. Approve Auditor, Audit and AGAR for 23/24.
 - 10.1 **The Auditor was approved as Diane Bailey and the Acting Clerk advised once the 23/24 figures were agreed, the Auditor could progress with the AGAR. The Audit Figures for 23/24 were unanimously agreed by a Vote.**
11. Appoint a Vice Chair of the Finance Committee
 - 11.1 **Deferred to the next Finance Committee Meeting.**
12. Consider any action in relation to signatories for the War Memorial Scholarship fund and banking arrangements and update Charity information.
 - 12.1 **Cllrs Outhwaite and Proctor were agreed to be the signatories. Acting Clerk to action and update the NS&I administration.**

13. Consider the Margaret Burgess achievement award to be a voucher which would replace a book token.
 - 13.1 Discussed and agreed a cheque was not suitable for a school aged child and a universal Voucher would be awarded in the sum of £60.00.**
14. Consider Asset register and updating.
 - 14.1 Resolved the Acting Clerk would look at the register and once a full time Clerk was appointed they would be tasked with updating the Asset Register.**
15. Discuss and approve future banking arrangements with Lloyds including changing bank signatories and progressing to internet banking.
 - 15.1 Internet banking was discussed as a way forward and Resolved by a unanimous vote that it be recommended to full council at the next Meeting to fully progress.**
 - 15.2 It was resolved that Cllr O'Grady should be removed as a Bank Signatory and recommended that a new signatory be agreed at the next Full council meeting.**
16. Discuss and approve Staffing training costs for a potential clerk and associated costs related to the employment of the Clerk.
 - 16.1 Cllr Brunskill explained that the previous long term Clerk had been unqualified and the Council had paid for her training and costs to become qualified. The training costs had been previously agreed at item 8.1 and Salary.**
17. Discuss and approve the costs and payment for the purchase of the Phone box on Branch Road costs associated with suppling a defibrillator.
 - 17.1 Discussed and agreed to fund the installation of a defibrillator in the phone box on Branch Road. The contract to pay for the kiosk was not with the Acting Clerk but it was resolved that this should be actioned at the next Full council meeting. The Clerk will enquire about the purchase.**
18. Discuss the letter received from HMRC for payments November to January and action any payments requested.
 - 18.1 It was discussed and upon the Acting Clerk reading the letter it was clear the PAYE required paying because the previous Clerk had not inputted the figures with HMRC. Resolved to duly sign a cheque that evening.**

The Meeting was brought to a close at 7.51 pm and the Chair thanked all for attending.

Minutes duly accepted and signed by the Chair of Finance Cllr Outhwaite at the Parish Council Meeting on 6th March 2025 prior to the Finance Committee no longer being required. The signed copy is lodged in the Parish Council Minute Book.