

NOTICE OF MEETING

**A meeting of the Finance Committee
will be held on Thursday 1st August 2024 commencing at 18.00h
Pools and Gardens Ltd shop, Walkmills Farm, A38 Wychbold, WR9 0DH.**

Venue Directions: travelling towards Droitwich on A38, first access on the right after M5 j5 – follow the drive and the shop is the first long brick building on the left-hand side. There is plenty of parking.

The meeting is open to members of the public who may ask questions during item 5.

Summons

All members of the Finance Committee are summoned to attend this meeting to transact the business on the agenda set out below.

Gill Lungley 26/07/2024
Gill Lungley FSLCC, Clerk / RFO

**Finance Committee members:
Cllr J Harrigan (Chair), Cllr N Edge, Cllr P Evans,
Cllr N O’Leary and Cllr S Howarth *ex officio***

AGENDA

1. Chair’s Welcome.
2. To note any apologies for absence.
3. To receive declarations of interest and decide upon any request for dispensation.
4. To approve the minutes of the [previous meeting](#) held 17/07/2024.
5. Public Participation – members of the public are invited to ask questions.
6. Feedback to the first 2024/25 Quarterly Internal Control Check – Cllr N Edge.
7. Update to matters raised at the previous committee meeting to include policy reviews, budget framework changes and Strategic Plan review.
8. To review and agree changes to earmarked reserves and note budget position.
9. To note Wychavon District Council’s Community Legacy Grant approval for improvements to Wychbold Park and agree next steps.
10. To receive clerk’s update and agree decisions taken, or to be taken, under delegated authority relating to - tree maintenance (BHA report 2022) / pump track planning enforcement / training arrangements / allotments / white gates / VAS / SAR / payment re fallen tree / installation of defibrillator.
11. To exclude members of press and public (if deemed necessary) via Public Bodies (Access to Meetings) Act 1960, if the business to be discussed involves the likely disclosure of confidential information.
12. Date, time and venue of next meeting: Monday 2nd September 2024, 6pm.

Agenda item 6.

Feedback to the first Quarterly Internal Control Check – Cllr N Edge

**DODDERHILL PARISH COUNCIL – FINANCE COMMITTEE
FINANCIAL YEAR 2024-25, QUARTERLY INTERNAL CONTROL CHECK
QUARTER 1 (APRIL, MAY, JUNE 2024)**

Accounting System - Scribe

Internet Banking – Unity Trust Bank

RFO – G Lungley FSLCC

Bank Statement Dates/Numbers (range):	From: 2/4/24 (Statement No. 032)	To: 12/6/24 (?statement number – not on printout)
Scribe Voucher Numbers (range):	Payments: V1-V38	Receipts: V1-V7
Scribe Voucher Numbers checked (random selection):	Payments: April V3, V7, V13 May V16, V18, V23 June: V31, V32, V33, V37	Receipts: April: V1 May: V4 June: V6

Control Element	April 2024 (Minute ref if applicable)	May 2024 (Minute ref if applicable)	June 2024 (Minute ref if applicable)
Minutes (signed & on website)	✓	✓	✓
Bank Reconciliations checked against Bank Statements	✓ to 31/3/24 Minute 7b, 22/4/24	✓ to 30/4/24 Minute 9b, 20/5/24	✓ to 17/6/24 Minute 7c, 24/6/24
Scribe statement of budget -v – actual available to Council	✓ on Scribe	✓ on Scribe	✓ on Scribe Minute 7d, 24/6/24
List of payments for approval provided to Council	✓ Minute 7a, 22/4/24	✓ Minute 9a, 20/5/24	✓ Minute 7a, 24/6/24
Invoices made available to Council	✓	✓	✓
Risk(s) assessed?	-	✓ Minute 7m, 20/5/24	✓ Finance Cttee, 17/7/24, 7(4)
Assets Review completed?	No – awaiting VH access	No – awaiting VH access	No – awaiting VH access
VAT reclaim completed?	No	No	No
Insurance updated?	For review	For review	For review
Policy reviews up-to-date?	Ongoing	Ongoing	Ongoing

Separate comments sheet attached? **Yes**

Internal Control Check carried out by: **Cllr N Edge**

Date: **18.07.24**

COMMENTS SHEET (QUARTERLY INTERNAL CONTROL REVIEW, APRIL-MAY-JUNE 2024)

ADDITIONAL DETAILS OF VOUCHERS REVIEWED ON SCRIBE:

RECEIPT VOUCHERS 2024-25

APRIL - V1	Lengthsman reclaim from WCC, Oct 2023 to Feb 2024. Two remittance advice notes attached.
MAY - V4	PCC grant for VAS signs. Grant offer letter and remittance advice attached.
JUNE - V6	Hire of recreation field by Wychbold Football Club. Invoice attached.

PAYMENT VOUCHERS 2024-25

APRIL	
V3	PATA – Payroll services. Invoice attached.
V7	Smartcut: Invoice is for play equipment check, but has been logged as grass cutting.*
V13	Hiscox Insurance. Payment letter attached.
MAY	
V1	Lengthsman reclaim from WCC, Oct 2023 to Feb 2024. Two remittance advice notes attached.
V4	PCC grant for VAS signs. Grant offer letter and remittance advice attached.
V6	Hire of recreation field by Wychbold Football Club. Invoice attached.
JUNE	
V32	Cloudy IT – support. Invoice attached.
V33	DKE, Internal Auditor. Invoice attached – travel expenses included.
V37	HMRC, PAYE. Form P32 attached.

N.B. *On detailed Cost Centre Summary, V31 is described as grass cutting but is assigned to Code 1027, 'Play Equipment Check'.

Cllr N Edge, 18/7/24

For noting, the recording of payment voucher V7 on the accounts has now been reallocated to 'play equipment checks'.

Agenda item 7.

Update to matters raised at the previous committee meeting.

a. Matters raised through internal audit recommendations:

i. Review of all policies.

- A suggested policy review calendar will be circulated.

Policies for review by Finance Committee, August 2024:

- [Communications Risk Assessment](#)
- [Internal Controls](#)
- [Operational Risk Assessment](#)
- [Risk Assessment Matrix](#)
- [Risk Management Policy](#)
- [Standing Orders](#).

ii. Strategic Plan review (standing item).

iii. Provision of management information

- Revised budget structure (minimal amendments); to be explained by sharing the Scribe set-up via projector to show changes to cost centres/cost codes.

b. District Church Council request for grant funding.

Not progressed due to cancelled council meeting in July.

c. Play equipment inspections: to be progressed.

d. Rats on allotments: DPC inspection carried out on 25/07/2024, with several reports of rats. Quotes from pest control between £180 - £210 for up to 3 visits or £550 for the year.

e. Rivers Academy Trust: met with school officers seeking to enhance school security.

f. Asset check of village hall and contents: no further progress.

Agenda item 8.

To review and agree changes to earmarked reserves.

The current schedule of EMRs on Scribe states:

Reserve	Opening bal.	Transfers	Spend	Receipts	Current bal.
Playground renewals	40,000.00				40,000.00
Insurance	3,000.00				3,000.00
Defibrillator	500.00				500.00
Election Costs	0				0
Legal	1,000.00				1,000.00
Kings Coronation*	1,588.59	-1,588.59			0
Staff Progression	5,000.00				5,000.00
Total Earmarked	51,088.59	-1,588.59			49,500.00
Total reserve	51,088.59	-1,588.59			49,500.00
General Fund, as at 26/07/2024					96,280.11
Total Funds, as at 26/07/2024					145,780.11

*This event has now passed therefore remaining amount has been transferred to general fund. It is expected the council will wish to top up reserves for playground renewals and legal costs and to put an annual amount into the reserve for election costs due to cost of election in May 2023 and ad hoc by-elections and create a new reserve for tree maintenance.

Agenda item 9.

To note Wychavon District Council's Community Legacy Grant approval for improvements to Wychbold Park and agree next steps.

The request for Community Legacy Grant funding has been approved by Wychavon DC, totalling £97,855 and is conditional upon the parish council providing WDC with more details on the costings for the pathway element of the plan, as well as complying with the usual grant fund conditions.

To expedite the project, it is suggested the parish council establishes a committee with co-opted non-council members to act as advisors, and to delegate authority to the Clerk working with the committee to proceed with the scheme.

Agenda item 10.

To receive clerk's update and agree decisions taken, or to be taken, under delegated authority relating to –

a. tree maintenance (BHA report 2022)

The report provided by Barton-Hyett Associates includes recommendations to thin tree cover by removing up to 11 ash trees that are likely to fail. A budget is required for this action.

b. pump track planning enforcement

Following receipt of a complaint to the district council of an undischarged planning condition relating to surface water drainage, the Clerk is to find out what is needed.

c. training arrangements

A training opportunity is to be provided in September for DPC council and committee chairs, to also be open to chairs from other specified councils.

d. allotments

The site was inspected on 25th July: Cllr Sue Howarth toured with Karen Deane (Wychbold Park working party) and Ken Radbourne (allotment holder) and the Clerk. Each plot was reviewed and tenants are to be notified of the findings.

e. white gates

The parish council is keen to see the installation of white gates, ie identification of the parish boundary, or of a village centre, along main roads.

f. VAS

The vehicle activated signs, for which a grant has been received from OPCC, are to be ordered.

g. SAR

A subject access request has been sent to the parish council to be dealt with under the council's responsibilities for data collection.

h. payment re fallen tree

Last April, a diseased ash tree fell onto the neighbouring property from the playing field and damaged six panels of Heras fencing. The arboriculturist who undertook the 2022 survey agreed the tree was diseased but that they had not ascertained this when carrying out the survey. The landowner has now submitted an invoice seeking payment for removing the rotten tree, replacing the six fencing panels and disposal of the tree, amounting to £850 + VAT.

i. installation of defibrillator

The council has a defibrillator on its asset register that is not being used; it is understood to be in storage at the village hall. It is suggested this should be installed at the Upton Warren garage if the proprietor is agreeable.

j. Invoices for payment

In keeping with the council’s Standing Orders and Financial Regulations on payment of invoices, the invoice received from Worcs County Council for the parish street lighting arrangements for quarter 1, £187.84, is to be paid subject to scrutiny by the committee.

k. Purchase of post box for parish council mail

A more robust post box has been purchased, £28.74 +VAT; invoice to be provided for scrutiny.

l. Other matters arising from the council meeting of 22/07/2024.

- Police and Crime Commissioner’s consultation.
- WCC road verges consultation.
- Local Government Boundary Commission decision.
- Electric Vehicle Charging Infrastructure Strategy comment.

Agenda item 11.

To exclude members of press and public (if deemed necessary) via Public Bodies (Access to Meetings) Act 1960, if the business to be discussed involves the likely disclosure of confidential information relating to matters concerning staffing, legal issues and/or contracts.

Information on this item will be circulated separately to the committee members.

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