MINUTES OF THE CHEADLE TOWN COUNCIL FINANCE & RESOURCES COMMITTEE MEETING HELD ON WEDNESDAY 8TH MARCH 2023 AT THE LODGE AT 7PM.

530. PRESENT – Councillors M. Staton (Chair), N. Wood (Vice Chair), Mrs. S. Walley, I. Plant, A. D. J. Thomas and S. Ellis.

531. APOLOGIES – Councillors Mrs. P. Upton, R. Wood and D Ottley.

532. ABSENT – Councillors P. Routledge

533. DECLARATIONS OF INTEREST –
Councillor I. Plant declared an interest in matters relating to AES/High Peak as he occasionally sub-contracted by the company.

534. SECTION 33 DISPENSATION REQUESTS – None

RESOLVED ITEMS

535. CONFIRMATION OF THE MINUTES OF WEDNESDAY 8TH FEBRUARY 2023 –
Approved and confirmed as a correct record.

536. PAYMENTS FOR APPROVAL –

Description	Supplier	Net	VAT	Total
Cemetery Ext Ecological Management Plan	AWscape Ltd	£1,425.00	£285.00	£1,710.00
Skip Hire	Hartleys Skip Hire	£66.67	£13.33	£80.00
Hire of Chambers	JJ Construction Ltd	£1,440.00		£1,440.00
Engraving x 2 plaques & valuation Mayoral chains	Rileys Watchmarkers Ltd	£53.20		£53.20
Engraving x 2 plaques & valuation Mayoral chains	Rileys Watchmarkers Ltd	£21.95		£21.95
TOTAL		**£3,006.82**	**£298.33**	**£3,305.15**

537. LICENCE APPLICATION FEE FOR THE ERECTION OF A BENCH LOCATED ON THE HIGH STREET IN PREPARTION FOR FULL COUNCIL APPROVAL – It was resolved that if the Full Council were minded to approve the proposal to erect a bench on the High Street the application fee is approved expenditure and would be funded from the operational contingency budget to the value of £109. This approval is for the application fee only.

RECOMMENDATIONS TO FULL COUNCIL

538. BANK RECONCILIATION FOR JANUARY - The Bank Reconciliation for January 2023 was reviewed and accepted as a true record, with a recommendation for Full Council to approve.

539. PAYMENTS & RECEIPTS LIST REPORTS FOR JANUARY 2023 – Reviewed & accepted as a true record, with a recommendation for Full Council to approve.

540. SUMMARY OF RECEIPTS/PAYMENTS YEAR TO DATE - Reviewed and accepted as a true record with an exception to the earmarked reserves shown as over spends due to no budget allocation which isn't a true reflection of Council spending. Deputy Clerk to look into further with scribe how this can be reported more accurately. Subject to the observations the committee recommends Full Council approval. The Committee also reviewed the financial projection for year-end figures for budget monitoring purposes.

Financial Projection 2022/2023

	2022/2023 YTD	Projected	Total	On Ledger
Expenditure	£362,064.59	£9,687.25	£371,751.84	£83,905.35
Income	£362,496.77	£5,128.00	£367,624.77	£8,398.00
Opening Bank Balance 22/23	£303,704.46			
Bank balance 08/03/23	£405,706.87			
Projected Year End Balance	£325,640.27			
Variance to Opening Balance	£21,935.81			
Earmarked Reserves	£119,131.04			
General Fund	£206,509.23			

541. APPROVAL OF ALLOTMENT 6-MONTH EXTENSION RENTAL INCREASE

The increase charge from £500 to £750 for a 6-month extension to the lease was accepted with a recommendation to Full Council to approve. Discussions with the allotment committee have indicated that the allotment holders feel it's a reasonable that the annual allotment fee for next year would increase to cover the shortfall in costs which would be distributed in January 2024.

ACTION PLAN FOR FINANCE & RESOURCES COMMITTEE

542. MAYORAL CHAINS – Councillor S Walley advised the committee that the current chains had been valued for insurances purposes to allow the council to ensure they are adequately insured. The related payments were approved under its terms of reference. Cllr Walley further explained that options need to be explored for the

Mayors consort chain and pendant. It was agreed for Cllr Walley to approach Wedgewood to obtain costings for a replacement.

543. **OUTSTANDING INVOICES –** The Deputy Clerk advised that there are currently 3 outstanding invoices with the value of £1269.39. Following multiple reminders sent to the debtors the invoices remain unpaid. It was agreed that the Deputy Clerk would issue reminder invoices and review at the end of the financial year.

544. **REVIEW OF CHEADLE TOWN COUNCIL RISK ASSESSMENT –** Following advice from the Clerks to adopt a risk assessment in the format similar to the example provided (Yeovil Town Council). It was agreed that clerk would produce a new risk assessment in the desired format as improvements to the current risk assessment have been identified.

545. **REVIEW OF FINANCIAL REGULATIONS –** It was agreed that the Deputy Clerk and Cllr N Wood would review the model financial regulations published by NALC and adapt these regulations inline with Cheadle Town Councils procedures for the Committee to review and approve.

546. **ADOPTION OF A RESERVE POLICY/REFERENCE WITHIN FINANCIAL REGULATIONS –** It was agreed a stand-alone policy isn't required therefore the Council will incorporate a reserves policy within financial regulations and reference the guidance published in The Good Councillors Guide to Finance & Transparency and the recommended reserve levels for local councils.

547. **MAYORAL CHAINS – CONSIDER QUOTATION FOR MAYORESS CHAIN**
It was resolved that this agenda item be deferred to enable further information to be obtained relating to all mayoral attire and costings. Cllr Walley was instructed to pursue costings and options.

There being no further business the meeting was brought to a close.

Signed…….

	Bank Reconciliation at 31/01/2023			
	Cash in Hand 01/04/2022			303,704.46
	ADD			
	Receipts 01/04/2022 - 31/01/2023			375,817.25
				679,521.71
	SUBTRACT			
	Payments 01/04/2022 - 31/01/2023			279,776.64
A	**Cash in Hand 31/01/2023** (per Cash Book)			**399,745.07**
	Cash in hand per Bank Statements			
	Petty Cash	31/01/2023	100.00	
	Cheadle United Charity	31/01/2023	0.00	
	Business Money Manager	31/01/2023	398,789.07	
	Current Account	31/01/2023	2,500.00	
				401,389.07
	Less unpresented payments			1,644.00
				399,745.07
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**399,745.07**
	A = B Checks out OK			

Payments January 2023

Code	Date	Description	Supplier	Net	VAT	Total
Lodge & Cemetery Rates	03/01/2023	SMDC - Cemetery Rates	Staffordshire Moorlands District Council	£140.00		£140.00
Lodge & Cemetery Rates	03/01/2023	SMDC - Lodge Rates	Staffordshire Moorlands District Council	£157.00		£157.00
SLCC Membership	04/01/2023	SLCC Membership	SLCC	£294.00		£294.00
Deputy Mayor Allowance	09/01/2023	Deputy Mayor Allowance	Stone Town Council	£25.00		£25.00
Waste Contracts	16/01/2023	Waste Contract - Cemetery	Staffordshire Moorlands District Council	£182.55		£182.55
Waste Contracts	16/01/2023	Waste Contract - The Lodge	Staffordshire Moorlands District Council	£19.15		£19.15
Mayor Allowance	18/01/2023	Mayors Events Biddulph Town Council	Biddulph Town Council	£80.00		£80.00
Salaries	19/01/2023	Salaries	Cheadle Town Council	£6,097.76		£6,097.76
Gas/Electric	20/01/2023	Electricity x 2 sites	Corona Energy	£120.95	£6.06	£127.01
Gas/Electric	23/01/2023	Gas - The Lodge	Corona Energy	£170.50	£8.53	£179.03
Gas/Electric	23/01/2023	Electricity - Freehay Defib	SWALEC	£20.15	£1.00	£21.15
Maintenance Contract	24/01/2023	Maintenance Contract	Happy Pig Company	£1,137.00		£1,137.00
Office Cleaning	24/01/2023	Office Cleaning	Happy Pig Company	£60.00		£60.00

Sage	24/01/2023	Sage	Sage	£7.00	£1.40	£8.40
Water Rates	26/01/2023	Water Rates	Everflow	£47.62		£47.62
Operational Contingency	27/01/2023	Stonework to Main Entrance	George Plant	£1,500.00		£1,500.00
Bank Charges	31/01/2023	Bank Charges	NATWEST	£15.79		£15.79
			Total	**£10,074.47**	**£16.99**	**£10,091.46**

Receipts January 2023

Rent - The Lodge	31/01/2023	Rent	Lee Rigby Foundation	£200.00		£200.00
Bank Interest	31/01/2023	Bank Interest	NATWEST	£284.37		£284.37
			Total	**£484.37**		**£484.37**