

BRERETON AND RAVENHILL PARISH COUNCIL

Minutes of a meeting of the Finance and Management Committee held at the Parish Hall, Ravenhill Park, Brereton, on Thursday, 15th December 2022.

Present

Alderman R Easton [Chairman for this meeting in the absence of Councillor Mrs G Harvey], Alderwoman Mrs P Ansell, Councillors K Ansell and Mrs DM Easton.

Apologies for absence were received from Councillors Mrs G Harvey, JC Harvey, Ms C Hodgkiss, DR Johnson and Mrs L Johnson.

Mrs R Davies [Clerk to the Committee] and Mr J Smith [Responsible Finance Officer and Caretaker] were also present.

1. DECLARATIONS OF INTEREST

There were no declarations of interest given at the commencement of the meeting.

2. APOLOGIES FOR ABSENCE

As listed above.

3. MINUTES

RESOLVED

That the minutes of the meeting held on 3rd November 2022, be approved and signed as a correct record.

4. MATTERS ARISING

HSBC

The Clerk to the Committee reported that she had visited the bank to enquire about new mandate forms and she had been told that all forms should now be accessed online. This would also be the position with regard to applying for a new debit card for the Parish Council.

5. CHETWYND'S CHARITY

The Clerk reported on a request that she had received from Chetwynd's Charity for a donation to help students with their educational studies. It would apply to students who were experiencing financial difficulties.

RESOLVED

That the Clerk send a response to Chetwynd's Charity to say that, on this occasion, a donation could not be made.

6. ACCOUNTS FOR PAYMENT

Remembrance Sunday

The Parish Council had received an invoice from Brereton Corps of Drums requesting payment of £150.00 for participation of the band in the Remembrance Day Parade at Brereton.

The Committee considered the invoice but wished to place on record its displeasure at being sent such an invoice. In past years, the Parish Council has willingly given a donation of £100.00 to the Remembrance Day parade.

The Clerk was asked to write a letter to the Brereton Corps of Drums asking for clarification on the following:-

- + Who authorised the invoice?
- + Who gave permission for the invoice to be sent to the Parish Council?

In writing to the organisation, it should also be pointed out that any requests for payments should go through the appropriate channels prior to the event taking place, ie application for funds to the full Council meeting.

Once a reply has been received, the Parish Council would then consider whether a donation should be made.

Other Accounts for Payment

John Smith [RFO] presented the payment list for November and December and asked approval for the following items:-

- + Reimbursement for Christmas lights [John Smith]
- + December salaries for two members of staff

7. FINANCE REPORT

The report showing the income and expenditure as at 30th November 2022, was submitted for information and noted.

8. REVIEW – RISK ASSESSMENT

Deferred until meeting in January 2023.

9. DATE AND TIME OF NEXT MEETING

RESOLVED

That the next meeting be held on Tuesday, 3rd January 2023, at 8.15 p.m.

[Chairman]