

Carlton Parish Council

FOR THE ATTENTION OF MEMBERS OF THE PARISH

You are hereby invited to attend the meeting of Carlton Parish Council Finance Committee on **Tuesday 11th January 2022 at 7.30pm** at **Carlton Methodist Chapel**

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the public and press may attend the meeting.

Helen Phillips

Clerk to Carlton Parish Council

Agenda:

45. Apologies for Absence

To receive apologies for absence and consider the reasons for absence.

46. Declarations of Interest

To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

47. Minutes of Finance Committee meeting

To receive the approved minutes from the last Finance Committee meeting held on the 23rd November 2021, for information, attached, (pages 2-4)

48. Bank Statements, Bank Reconciliations and Budget Monitoring Reports

To receive the bank statements, bank reconciliation, and budget monitoring reports for the Council's accounts, up to 31st December 2021

49. Income and Expenditure Records

To consider the Income and Expenditure Records provided by the clerk.

50. Reserves Policy

To consider the reserves policy to include provision for election costs.

51. VAT

To receive the VAT re-claim completed for the period of 1st April – 31st October 2021, totalling £9261.83

52. Salary Payments

To receive an update from the Clerk as to the overtime for December 2021, submitted to the Chairman and payroll provider.

53. Date of next meetings

53.1 Extraordinary Council: Tuesday 18th January 2022 at 7pm. Venue: Methodist Church

53.2 Queens Platinum Jubilee Consultation: Sunday 23rd January 2022 at 2pm. Venue: Methodist Church

53.3 Parish Council: Tuesday 25th January 2022 at 7pm. Venue: Methodist Church

53.4 Cemetery Working Group: to be confirmed

53.5 Allotments Working Group: to be confirmed

Item 47**Minutes of the Finance Committee Meeting, held on Tuesday 23rd November 2021 at 7.30pm at Carlton Methodist Church**

In attendance: Councillors Clayton, Mann and Taylor, and Clerk- H. Phillips.

Members of the Public: None

32. Apologies for Absence None

33. Declarations of Interest None

34. Minutes of Finance Committee meeting

The Committee received the approved minutes of the Finance Committee meeting, held on 21st September 2021 (for information)

35. Bank Statements and Bank Reconciliations and Budget Monitoring Reports

The Committee received the bank statements for the Council's Saving and Current accounts, the reconciliation and budget monitoring reports from 31st August 2021 and up to 31 October 2021. The committee checked the documents provided.

Resolved: That the bank statements, reconciliation, and budget monitoring reports be approved.

36. Income and Expenditure Records

The Committee considered the Income and Expenditure Records provided by the clerk.

Resolved: That the income and expenditure records be noted.

37. Community Infrastructure Levy (CIL)

The Committee considered the CIL funds, and the purchase options provided by the clerk.

Possible Options for Spend	
Bus Shelter Seat	531.90
Allotment access improvements	600.00
New Waste Bins	1,384.89
Streetlight LP2 & 17	1,500.00
Noticeboard Council Contribution	3,000.00
Total List Cost	7,016.79

Recommendation: That the Council approve the CIL funds and purchase options.

38. Budget 2022/2023

The Committee considered the draft budget for 2022/2023 (and reserves) provided by the clerk. A debate with regards to the increase to the clerk's salary and hours was discussed and will be considered at the council meeting on the 30 November 2021.

Resolved: That the clerk's salary and hours will be discussed at the council meeting on the 30 November 2021

Recommendation: That the Council consider the draft budget for 2022-2023 provided by the Finance Committee

39. Reserves Policy

The Committee considered adopting a Reserves Policy. A draft policy was discussed, and it would be provided to the council for consideration and adoption.

Recommendation: That the Council consider and adopt the Reserves Policy.

40. Salary Payments

The Committee received an update from the clerk as to the overtime up for September and October 2021.

The Committee considered the projected overtime for November, to be paid in December 2021 of 20.5 additional hours. The hours had been spent on the draft budget for 2022/2023.

Resolved: That the outstanding overtime of the clerk be approved and the additional hours for November, to be paid in December of 20.5 hours be approved.

41. Parish Streetlighting

There was no update from the clerk regarding the Parish Street Lighting, despite chasing the NYCC Street Lighting contact, the cost for the additional works had not been provided.

Resolved: That the clerk continue to pursue the cost for the additional street lighting works and report back once the information is received.

42. Cemetery and Bus Shelter Benches

The Committee received an update from the clerk regarding the cemetery and bus shelter bench. The bus shelter bench had been installed and the cemetery benches had been sited and made safe. Confirmation of the cost for these works was to be confirmed.

Resolved: That the update of the clerk be noted.

43. Cemetery Noticeboard

The Committee received an update regarding the cemetery noticeboard. It was agreed that the additional funding for the noticeboard would be paid from the council's capital reserves budget, of no more than £1,000.

Resolved: That the council had agreed to purchase a noticeboard for the cemetery and the additional funds would be taken from the capital reserves budget.

44. Date of next meeting

Finance Committee Meeting: Tuesday 18th January 2022 at 7.30pm. Venue: Carlton Methodist Church.

Cllr Clayton thanked all for attending and closed the meeting at 10pm.