

Carlton Parish Council

FOR THE ATTENTION OF MEMBERS OF THE FINANCE COMMITTEE

You are hereby summoned to attend the meeting of Carlton Parish Council Finance Committee on **Tuesday 12th April 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.

Tim Clayton
Chairman of the Finance Committee

Agenda:

73. Apologies for Absence

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

74. Declarations of Interest

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

75. Minutes of Finance Committee meeting

To receive the approved minutes from the last Finance Committee meeting held on the 15th March 2022, for information only, attached. (pages 2-3)

76. Income and Expenditure Records

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

77. Bank Statements, Bank Reconciliations and Budget Monitoring Reports

77.1 To receive the bank statements, bank reconciliation, and budget monitoring reports for the Council's accounts, up to 31st March 2022.

77.2 To consider the Year End accounts for the Internal Audit (25th April 2022) and Annual Governance & Accountability Return (AGAR).

78. Council Budget 2022-2023

To review the approved budget for 2022-2023 relating to £112 discrepancy.

79. Council Bank Account

To consider the options provided by the clerk for the council bank accounts.
(to follow by email).

80. Documents Review

To review the Standing Orders and Financial Regulations of the Council with regard to the contracts tendering thresholds mandatory requirement as at 1st January 2022.

81. Jubilee Group Grant Applications

To consider the Jubilee grant applications received by the clerk.

82. Noticeboard

To consider the completion of the Monitoring Form for the new Cemetery noticeboard.

83. Salary Payments

To receive an update from the Clerk as to the hours and overtime worked for March 2022, submitted to the Chairman and payroll provider.

84. Date of next meetings

Venue: Carlton Methodist Church

84.1 Website Working Group: Tuesday 19th April 2022 at 7pm.

84.2 Parish Council: Tuesday 26th April 2022 at 7.30pm.

84.3 Annual Parish meeting: Tuesday 17th May 2022 at 6.30pm (Main church room- Methodist)

84.4 Annual meeting of the Council: Tuesday 17th May 2022 at 7.30pm.

Item 75

Minutes of the Finance Committee Meeting, held on Tuesday 15th March 2022 at 7.30pm at Carlton Methodist Church

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

Members of the Public: None

64. Apologies for Absence

None

65. Declarations of Interest

None

66. Minutes of Finance Committee meeting

The Committee received the approved minutes of the Finance Committee meeting, held on 8th February 2022 (for information only).

67. Bank Statements and Bank Reconciliation and Budget Monitoring reports

The committee received the bank statements, bank reconciliation and budget monitoring reports up to 28th February 2022.

Recommendation: That the council approve the bank statements, reconciliation, and budget monitoring reports up to 28th February 2022.

68. 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.

69. Council Bank Account

The committee considered the update provided by the clerk on the information for a new bank account.

Recommendation: That

- i) **The council approve the closure of the Virgin Money savings account and the transfer of that balance to the current account until a solution to the council bank accounts can be agreed upon.**
- ii) **The clerk prepare a table of comparative information regarding the banking options to present to the committee at the April 2022 Finance Committee meeting.**

70. Salary Payments

The Committee received an update from the clerk as to the salary and overtime worked in February and the expected hours up to 25th March 2022.

The Committee considered the NJC Pay Rise from the 1 April 2021 and, upon confirmation of the hours from the 1 June 2021 – 28 February 2022, backpay would be paid with the March Salary payment. An increase in the Pay Scale (SCP18) would be awarded from March - £13.21 per hour.

Resolved: That

- i) **The NJC Pay Rise (due on the 1 April 2021) be awarded from the March salary and back pay (June 2021 – February 2022) will be included with the salary payment in March 2022;**
- ii) **The clerk will be paid £13.21 per hour from March 2022; and**
- iii) **The clerk's overtime was approved for February 2022.**

71. Platinum Jubilee

- 71.1 The committee considered the provision of prizes for the Platinum Jubilee art competition.
- 71.2 The committee considered the provision of room rental for the community jubilee group meetings.

Resolved: That

- i) **Funding for the prizes for the art competition would be provided from the allocated grants budget 2022/2023; and**
- ii) **The Methodist Church room rental cost for the community jubilee group meeting on 23rd March 2022 be noted as free of charge.**

72. Date of next meetings

All listed meetings to be held at Carlton Methodist Church- School Room.

- 72.1 Staff & Recruitment Committee: Thursday 23rd March 2022 at 6.30pm.
- 72.2 Community Jubilee Group: Thursday 23rd March 2022 at 7.30pm.
- 72.3 Parish Council: Tuesday 29th March 2022 at 7.30pm.

Cllr Clayton thanked all for attending and closed the meeting at 8.40pm.