

Carlton Parish Council

Minutes of the Finance Committee Meeting, held on Tuesday 12th April 2022 at 7.30pm at Carlton Methodist Church

In attendance: Councillors Clayton, Mann and Taylor,

Present: Clerk- H. Phillips

Members of the Public: None

73. Apologies for Absence

None

74. Declarations of Interest

None

75. Minutes of Finance Committee meeting

The Committee received the approved minutes of the Finance Committee meeting, held on 15th March 2022 (for information only).

76. Income and Expenditure Records

The committee considered the Income and Expenditure Records provided by the clerk and identified a number of items of VAT which can be reclaimed. The year end figures were checked and with some minor amendments agreed.

Resolved: That

- i) the committee were satisfied that, subject to some amendments within the Income and Expenditure reports, that they be approved; and**
- ii) the final year end balances with the bank statements; and**
- iii) the VAT adjustments be made, and the final VAT reclaim is sent for the year end (2021/2022).**

77. Bank Statements and Bank Reconciliation and Budget Monitoring reports

77.1 The committee received the bank statements, bank reconciliation and budget monitoring reports up to 31st March 2022. After considering the information provided it was agreed that where the budget for 2021/2022 had overspent this was expected and reported to the council throughout the year.

Recommendation: That the council approve the bank statements, reconciliation, and budget monitoring reports up to 31st March 2022.

77.2 The committee considered the Year End accounts for the Internal Audit and the Annual Governance & Accountability Return, AGAR). The Clerk would provide the AGAR to the council meeting, for approval, at the Annual Meeting of the Council on the 17 May 2022.

Resolved: That the clerk will provide the AGAR Forms, for consideration by the council, with the agenda for the Annual Meeting of the Council on 17th May 2022.

78. Council Budget 2022-2023

The committee reviewed the approved budget for 2022-23. There was a difference of £112. The expenditure budget for Zoom would be reduced by £112.00 as this subscription had been cancelled and was no longer needed. This would ensure the precept would cover the predicted expenditure for 2022/2023.

Recommendation: That council consider approval of the amendment to the expenditure budget of £112.00 for 2022/2023.

79. Council Bank Account

The committee considered the comparison report provided by the clerk and which bank to open an account with. The reserves policy identified future spend for earmarked works and monies to cover this figure would be transferred into the new bank account, once approved by the council.

Recommendation: That

- i) the Virgin Money current account continue to be utilised; and**
- ii) a second current account be opened with Lloyds Bank to hold the earmarked reserves funds, as identified in the council's adopted Reserves Policy.**

80. Documents Review

The committee reviewed the council's Standing Orders and Financial Regulations. There was mandatory information included in the Standing Orders as the threshold for contracts had increased on the 1 January 2022. The Financial Regulations had no changes to make.

Recommendation: That the council adopt the reviewed standing orders, to be provided at the council meeting on 26th April, and note the mandatory information included.

81. Jubilee Grant Applications

The committee considered the grant application received from Carlton Village Hall. The grant was to provide entertainment and games for Saturday 4 June 2022. This was within the budget allocated for Jubilee Grants of £1,500.00.

Recommendation: That the council approve the grant application of £369.91 for Carlton Village Hall.

82. Noticeboard

The committee discussed and considered the monitoring document, provided by Selby District Council for the grant of £1,100 from Councillor Richardson towards the cost of the new cemetery notice board, and providing a new notice board at the Golden Garden. The clerk was asked to contact the supplier regarding the lettering to ascertain whether there was an alternative method to add the council's name onto the notice board.

Resolved: That

- i) the monitoring document be completed and signed and returned to Selby District Council; and**

- ii) the clerk to order the Golden Garden noticeboard, subject to confirmation that the ground depth would satisfy the installation; and
- iii) the clerk to feedback to the council if there was an alternative method of adding the lettering and name of the council to the notice board.

83. Salary Payments

The Committee received an update from the clerk as to the salary and overtime worked in March and the expected hours up to 25 April 2022. The clerk updated that there was no overtime to be expected in April 2022.

A discussion took place regarding the clerk's pension and the direct debit mandate for the pension provider, NEST, which had not been received. The payroll contractor informed the Chair that there would possibly be a £400 fine if the pension contributions were not made, and the Direct Debit form provided. The clerk updated that the mandate had been sent twice to NEST.

Resolved: That

- i) the clerk's hours worked up to 25 April be noted; and
- ii) the clerk to provide a further signed direct debit mandate to NEST, along with a covering letter, a copy of the Pension Regulators letter and the 31 March payslip which shows the YTD Pension Employers and Employees figures.

84. Date of next meetings

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

- 84.1 Cemetery Working Group & Website Working Group: Tuesday 19th April 2022 at 7pm & 7.30pm
- 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)
- 84.4 Annual Meeting of the Council: Tuesday 17th May 2022 at 7.30pm

Cllr Clayton thanked all for attending and closed the meeting at 9.40pm.