

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 15 November 2022 at 7.30pm** at **Carlton Methodist Church**

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

Karen Mann
Chair, Finance Committee

Agenda

28. Apologies for Absence

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

28. Declarations of Interest

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

29. Minutes of Finance Committee Meeting

To receive the approved minutes from the last Finance Committee meeting held on 11th October 2022 for information.(pages 3-5)

30. Bank Statements, Bank Reconciliations and Budget Monitoring Reports

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

31. Income and Expenditure Records

The receive the Income and Expenditure Records at the meeting for consideration up to the 31 October 2022.

32. Clerks Salary

To consider the clerk's salary rate in reference to the National Salary Award (NJC) information issued by YLCA. (by email)

33. Allotment Site

33.1 To receive an update on the costs related to the water supply at the allotment area and lagging of the pipes between the cemetery and allotment site.

33.2 To receive an update on the costs of the proposed gate to the allotment area from Fairfield Avenue.

33.3 To receive an update on the cost of the waste bins for the allotment area.

34. Street Lighting

To receive an update on the costs for the replacement and refurbishment works to the parish street lighting.

35. Cemetery and Chapel

- 35.1 To consider the costs for refurbishment of the cemetery gates.
- 35.2 To consider the cost of structural assessment of the chapel.
- 35.3 To consider the cost of refurbishment of the cemetery walls

36. Community Infrastructure Levy (CIL)

To consider the CIL monies, drawn down from SDC, and its allocation to projects.

37. Funding and Grants

To consider applications received for community grants and funding, presented by the clerk.

38. Budget 2022-23

- 38.1 To receive a 'wish list' of potential projects that councillors have put forward.
(sent on 07/11/22 by email)
- 38.2 To consider the proposed budget, for 2023/2024, provided by the clerk and reserves budget for 2023/2024. (sent by email)

39. Reserves Policy

To consider any amendments needed for the Reserves Policy after discussing the budget.

40. Date of next meeting

Item 29

Minutes of the Finance Committee meeting held on 11th October 2022 at 7.30pm.

In attendance: Councillors Clayton, Lowes, Mann, and Taylor

Present: Clerk/ RFO - H. Phillips

Members of the Public: One.

14. Apologies for Absence

No apologies for absence were received.

15. Declarations of Interest

Cllr Mann declared an interest in item 25.1

Resolved: That Cllr Mann's declaration of interest be noted.

16. Minutes of Finance Committee meeting held on 16th August 2022

Resolved: That the minutes of the Finance Committee from 16th August 2022 be noted.

17. Income and Expenditure Records

The committee considered the Income and Expenditure records up to 30th September 2022.

A discussion was held noting requirement of a number of adjustments to the income, and expenditure report.

Recommendation to council: That the accounts up to 30th September 2022 be approved subject to the adjustments being completed by the clerk/ RFO.

18. Bank Statements, Bank Reconciliations and Budget Monitoring Reports

The committee received the bank statements, bank reconciliation, and budget monitoring reports for the council's accounts, up to 30th September 2022.

The clerk/ RFO reported that the budget monitoring report was in need of further updating.

Resolved: That

- i) the bank statements and reconciliation be approved; and**
- ii) the budget monitoring report be approved subject to the updates being completed by the clerk/ RFO.**

19. Second Bank Account

The committee considered the option of the Unity Bank for the council's second bank account.

Resolved: That the Clerk/ RFO update the previously issued comparison table to present to the council at the meeting on 25th October 2022.

20. Investment of the Council's Earmarked Reserves

The committee considered the information provided on CCLA for investment of the council's Earmarked Reserves funds.

Resolved: That

- i) the clerk/ RFO circulate the CCLA information to all councillors to consider at the council meeting on 25th October 2022; and
- ii) the clerk/ RFO requests further information from CCLA on the process and costs of setting up the investment account.

21. Upgrading the Council's Laptop

The committee considered the clerk's laptop. A discussion was held regarding its abilities and suitability to do the task purchased for, and the Cloudy IT options.

It was felt that this required more consideration and would be regarded at budget planning for the next financial year.

Resolved: That

- i) the clerk's laptop be considered for upgrade at budget setting by the committee after receiving quotes as per the council's Financial Regulations; and
- ii) the clerk to seek costs and action servicing of the present laptop be approved.

22. Parish Waste Bins

The committee considered the requirements of the parish. A discussion was held, and it was agreed that with the stipulations in place through Selby District Council for column mounted bins it was felt that at present the matter of additional waste bins would not be pursued.

Resolved: That the committee would defer purchase of additional bins until after the council's budget is set and approved.

23. The committee received an update from the clerk regarding the Parish Streetlighting upgrade and maintenance.

The clerk had contacted the resident regarding streetlight LP19 to be replaced which is fixed to their property. The requirements of the resident have been passed on to NYCC.

The clerk had been unable to speak directly to the NYCC contact but has emailed a number of times.

Resolved: That the clerk to pursue the NYCC contact or speak to their line manager to escalate this issue be approved.

24. Golden Garden

Prior to the discussion on the items below the following were raised: -

- i) A Cllr raised the issue of the bark covering and the weed suppressant being in need of attention in the garden.

Resolved: That the clerk to contact the groundworks contractor to request corrective work to be completed be approved.

- ii) A Cllr thanked Mr M Hoe for his time and efforts in the installation of the new noticeboard which is now in place.

Resolved: That the clerk to write a letter of thanks to Mr Hoe on behalf of the council be approved.

- 24.1 The committee considered the requirements for repair and maintenance of the seating unit. A discussion was held, and it was agreed that the unit should remain as is, without the lattice-work sections being replaced or removed.

Resolved: That at present no further action required be approved.

- 24.2 The committee considered provision of signage within the Golden Garden.

The clerk noted that she had received additional litter removal signage from SDC and would add to the area.

Resolved: That signage be adequate, however if additional signage has already been received the clerk be approved to add it to the Golden Garden.

25. Funding and Grants

- 25.1 The committee considered a grant application received since the meeting on 16th August 2022, from Toddler Storytime, a local pre-school community group. The request of £200.00 is to be used for provisions for the club. (books, craft materials etc.)

Recommendation to council: That

- i) the grant application received from Toddler Storytime, for £200.00 be considered by the council for approval; and
- ii) the clerk contact other parish community groups to inform them of available funding from the council be approved.

- 25.2 The committee considered the council's application for funding from a local authority councillor.

After the discussion relating to item 24.1 it was agreed that the alternative option to apply for the local authority cllr's funding would be to explore the possibility of purchasing additional CCTV cameras on the current system.

Resolved: That the clerk contact the present security contractor to enquire about costs to purchase additional cameras, and present to the council at the meeting on 25th October 2022 be approved.

26. Date of next meetings.

- 26.1 Allotment Working Group: 12th October at 7pm.
- 26.2 Cemetery Working Group: 20th October at 7.30pm.
- 26.3 Staffing & Recruitment Committee: 25th October 2022 at 7pm.
- 26.4 Parish Council: 25th October 2022 at 7.30pm.
- 26.5 Finance Committee: 15th November 2022 at 7.30pm