

Carlton Parish Council

Minutes of the Finance Committee meeting held on Tuesday 15 November 2022 at 7.30pm at Carlton Methodist Church

Present: Cllrs Mann, Taylor, Clayton & Lowes.

In attendance: H Phillips - clerk & one member of the public

28. Apologies for Absence

The committee received apology for absence and considered the reason for absence from Cllr Holmes.

Resolved: That Cllr Holmes' apology was received and reason for absence approved.

29. Declarations of Interest

The committee received a disclosure of personal and prejudicial interest from Cllr Taylor relating to aspects of budget matters at agenda item 38.2 to be considered at the meeting.

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

30. Minutes of Finance Committee Meeting

The committee received the approved minutes from the last Finance Committee meeting held on 11th October 2022 for information.

Resolved: That the minutes of the Finance Committee meeting held on 11th October 2022 be noted.

31. Bank Statements, Bank Reconciliations and Budget Monitoring Reports

The committee received the bank statements, reconciliation, and budget monitoring reports for the council's accounts, up to 31st October 2022.

The budget monitoring report would be considered under item 38.

Resolved: That the bank statements and bank reconciliation report up to 31st October 2022 be approved.

32. Income and Expenditure Reports

The committee considered the Income and Expenditure reports, up to the 31 October 2022.

A discussion was held, and points were raised to amend the Income & Expenditure spreadsheets to show year to date running totals, and a query was raised regarding the VAT Reclaim for a possible duplicated invoice claim.

Resolved: That the Income & Expenditure reports, up to 31st October 2022, be approved subject to the adjustments and checks being completed by the clerk.

33. Clerks Salary

The committee considered the clerk's salary rate in reference to the National Joint Council (NJC) Salary Award for 2022-23 and information issued by YLCA.

The clerk provided detail of hours and overtime worked from April to October 2022, and a copy of the clerk's Statement of Particulars.

Resolved: That

- i) in accordance with clerk's contract of employment the NJC pay award will be backdated from 1st April to 31st October 2022.
- ii) the clerk's new hourly rate of £14.48 to commence from 1st November 2022; and
- iii) the clerk's Line Manager be updated with the detail of backpay, and hourly rate increase to enable to council's payroll provider to be informed.

34. Allotment Site

- 34.1 The committee received an update on the cost related to the addition of a water supply to the allotment area and the lagging of the pipes between the cemetery and allotment site.
A discussion was held and the committee agreed to make provision of £300.00 to cover the associated costs of additional water facility and pipe lagging to the cemetery and allotment supply.

Recommendation to council: That a provision of £300.00 be allocated to cover the costs of additional water facility to the allotment and pipe lagging from the Maintenance section of the draft budget.

- 34.2 The committee received an update on the proposed gate to the allotment area from Fairfield Avenue, Carlton.
Whilst the clerk had contacted the appropriate representative of the management company however they had not provided a cost for the new gate.

Resolved: That

- i) budget provision could not be allocated to the project as no indicative cost was available; and
- ii) the clerk provide a cost for a new gate to a future meeting.

- 34.3 The committee received an update on the cost of the waste bins for the allotment area. On further discussion it was noted that a waste bin already placed at the cemetery could be allocated for use by the allotment tenants.

Resolved: That an existing waste bin from the cemetery be allocated for use by allotment tenants, and the clerk informed the tenants accordingly.

35. Street Lighting

The committee received an update on the costs for the replacement and refurbishment works to the parish street lighting for required maintenance and Phase 5 upgrades.

On discussion it was found that Phase 5 was £1615.00 over budget, due to cost increases by NYCC.

Phase 6 to upgrade existing columns by changing to LED lights leads to allocated budget provision of £8030.00

Resolved: That

- i) the Phase 5 overspend be noted and this cost be taken from the reserves;
- ii) the Phase 6 provision for the 2023-24 budget be £8030.00 from the reserves; and
- iii) the reserves policy to be updated and provided to the council for approval.

36. Cemetery and Chapel

- 36.1 The committee considered the estimates for the refurbishment of the cemetery gates provided by the clerk.

Recommendation to Council: That a maximum of £1,000.00 be allocated for the 2023/2024 budgetary provision for the refurbishment of the cemetery gates.

- 36.2 The committee considered the cost of structural assessment of the chapel provided by the clerk.

The cost for a structural assessment and all associated costs and insurances is £630.00

- 36.3 The committee considered the estimate of refurbishment of the cemetery walls, provided by the clerk.

The estimate was greatly inflated compared to the provision within the councils Earmarked Reserves Policy. A discussion was held, and it was felt pertinent to have a structural assessment of the cemetery walls initially to establish the extent of work required.

Recommendation to council: That

- i) a structural assessment of the cemetery chapel at a cost of £630.00 be approved; and
- ii) the structural surveyor be asked for a cost to also complete an assessment of the cemetery walls to ascertain which parts of the walls need to be refurbished and set a priority for completing these works.

37. Community Infrastructure Levy (CIL)

The clerk updated the committee on the funds available to the council via CIL, drawn down from Selby District Council (SDC).

The statement received from SDC show a nil balance available to draw down. A discussion took place regarding the amount of additional houses in the parish and why there was no CIL or S106 funding available. An enquiry would be made to Selby District Council.

Resolved: That Selby District Council are contacted to ascertain why there is no CIL or S106 funding available to the parish when there have been so many houses occupied and the clerk would feedback to the council when the information is provided.

38. Funding and Grants

The committee considered three applications received for community grants and funding. The clerk was asked to contact the applicants for further information that is requested on the grant application. Until the information is provided the grants will not be considered.

Resolved: That

- i) the clerk contact the grant applicants for further information and provide it to a future Finance Committee meeting; and
- ii) the clerk ask the Village Hall Committee for feedback on the £3,000 grant funding provided in 2021/2022.

39. Budget 2024-23

- 39.1 The committee received the summary of the 'wish list' of potential projects that councillors have suggested. The wish list was not to be considered for the budget 2023/2024. If the

council received a windfall then the items on the wish list would be considered at a future meeting.

Resolved: That the content of the wish list be considered at a future meeting should the council receive a windfall.

39.2 The committee considered the proposed budget, for 2023/2024, provided by the clerk.

The budget prepared by the clerk was presented and the committee considered the figures provided. The committee completed a robust account of what was required for 2023/2024 expenditure and projected income for 2023/2024. The clerk was asked to contact Selby District Council to ask if there was to be a meeting to look at the Band D equivalent figures, prior to the parish council setting its final budget and decide on the precept required.

A motion was proposed and approved to extend the meeting to complete the review of the 2023-24 budget fully.

Recommendation to council: That the proposed budget for 2023-24 be considered for approval.

40. Reserves Policy

The committee deferred the review of the Reserves Policy to the next scheduled meeting, due to time constraints. It was agreed that the Asset Register and the Insurance Policy would also be considered at the next meeting. The committee asked the clerk to confirm when the current insurance policy was due for renewal and if the council had a long term agreement in place. This information would be provided to the council.

Resolved: That

- i) the Reserves Policy would be considered at the next Finance Committee meeting;**
- ii) the Asset Register be updated with the new equipment recently purchased and provided at the next Finance Committee meeting; and**
- iv) the clerk contact the insurance provider to ascertain whether the council has a 3 year fixed policy or one year policy. The clerk to provide an update to the council meeting.**

41. Date of next meeting

The date of the next meeting would be Wednesday 25th January 2023 at 7.30pm

The Chair thanked all for attending and the meeting closed at 10.10pm.

