

Carlton Parish Council

FOR THE ATTENTION OF MEMBERS OF THE PUBLIC

You are hereby invited to attend the meeting of **Carlton Parish Council** on **Tuesday 29th November 2022** to commence at **7.30pm**, in the school room of 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.

H Phillips

Clerk to Carlton Parish Council.

Agenda

88. Apologies for Absence

To receive apologies and to consider the reasons for absence.

89. Declarations of Interest

To receive disclosures of personal and disclosable pecuniary interests from councillors on matters to be considered at the meeting.

90. Local Councillors' Report's

To receive the verbal report of the District and County councillors.

91. Questions from the Public

To receive questions from members of the public on any local issues and/or concerns.

92. Chair's Report

To receive the Chair's verbal report on meetings and events attended since the meeting held on 25th October 2022.

93. Parish Council

To consider the minutes for the parish council meeting held on 25th October 2022. (pages 5-11)

94. Staffing and Recruitment Committee

To consider the minutes and recommendations of the Staffing and Recruitment meeting held on 15th November 2022 (page 12)

Recommendation to council: That

- i) the reviewed Pensions Policy be considered for approval and adoption.**
- ii) the reviewed Expenses Policy and Claim Form be considered for approval and adoption; and**

- iii) the clerk's working hours be reviewed at the council meeting on 29th November 2022.

95. Finance Committee

To consider the minutes and recommendations of the Finance Committee meeting held on 15th November 2022. (pages 13 - 16)

Recommendation to council: That

- i) a maximum of £1,000.00 be allocated for the 2023/2024 budgetary provision for the refurbishment of the cemetery gates.
- ii) the structural assessment of the cemetery chapel at a cost of £630.00 be approved.
- iii) 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; and
- ii) the proposed budget for 2023-24 be considered for approval.

96. Allotment Working Group (AWG)

Note that the AWG meeting was postponed; to be re-scheduled for early 2023

97. Policies and Procedures

- 97.1 To consider review of the council's Complaints Procedure.
- 97.2 To consider review of the council's Corporate Risk Assessment.
- 97.3 To consider review of the council's Co-option Policy.

98. Noticeboard- High Street, Carlton

To consider reallocation of the old noticeboard on High Street, Carlton.

99. Finance Matters

- 99.1 To consider the Cash Book, Bank Statements, Budget Monitoring, and Bank Reconciliation reports up to 31st October 2022. (by email)
- 99.2 To consider approval of payments outstanding and those made by the clerk under delegated authority.

Invoice Date	Customer Inv. No.	Payee	Payment Detail	Date Paid	Amount Due/ Paid	Payment Method (Incl. Cheque No.)
21/10/2022	INV001504	Rainbow IT Services	Webroot Security for laptop	21/10/2022	£14.40	BACS
20/10/2022	INV001503	Rainbow IT Services	Laptop Service	21/10/2022	£30.00	BACS
19/10/2022	4084530	Selby District Council	New Metal Bin Liner for Bin on Station Rd	21/20/2022	£56.03	BACS
28/10/2022	744-2223	YLCA	Charing Skills Webinar (x2)	15/11/2022	£66.80	BACS
11/11/2022	n/a	Royal British Legion	Remembrance Service Wreath	11/11/2022	£100.00	BACS
26/10/2022	n/a	Carlton Methodist Church	Room Rental	15/11/2022	£100.00	BACS
16/11/2022	803-2223	YLCA	Nimble Training - Clerk	22/11/2022	£90.00	BACS
19/10/2022	4084528	Selby District Council	3x pre-ordered bins for parish		£1,069.44	
17/10/2022	INV-0567	TA Leek & Sons	Grass Verge Cutting		£525.40	
28/10/2022	n/a	DR Everatt	Groundworks Contract		£350.00	
01/11/2022	n/a	DR Everatt	Golden Garden-Additional Bark		190.32	
25/11/2022	M8 Wk34	Clerk	November Salary		£846.67	
25/11/2022	M8 Wk34	Nest	Pension Contribution		£61.74	
17/11/2022	1490009	Business Stream	Cemetery Water Rates		£13.62	

99.3 To consider authorisation of the clerk's hours worked in November 2022, and any overtime worked. (timesheet sent by email)

99.3 To consider the request of the Village Hall Committee to be awarded the £3000.00 budgeted grant.

100. Planning Matters

100.1 To consider Planning Applications received.

- i) 2022/1130/HPA – 1 Ivy Close, Carlton. – Erection of rear extension to create larger kitchen/ dining area.
- ii) 2022/1316/HPA – 8 Broadacres Avenue, Carlton. - New pitched roof over existing flat roofed front dormer window.
- iii) 2022/1322/MAN2 – 41 Broadacres, Carlton. – Non-material amendment of 2021/1255/HPA. Erection of single storey rear extension to replace existing conservatory, and dormer windows to front and rear to provide additional living space at first floor level.

100.2 To consider response to Consultation Letter received. (as per item 100.1.i)

101. Carlton Village Hall

To receive a verbal report by the council's representative regarding the Carlton Village Hall meeting attended since the council meeting on 25th October 2022.

102. Clerk's Report

To receive the clerks report and update on matters dealt with since the council meeting on 25th October 2022. (to follow by email)

103. Action Log

To consider the council's action log for outstanding actions and updates. (to follow by email)

104. Training

104.1 To receive an update on any training requests processed by the clerk under delegated power.

104.2 To receive any feedback from the councillors and clerk regarding any training completed since 25th October 2022.

105. Date Future Meetings

105.1 Finance Committee: 25th January 2023 at 7.30pm.

105.2 Parish Council: 31st January 2023 at 7.30pm.

105.3 Allotment Working Group:

105.4 Staffing and Recruitment:

105.5 Cemetery Working Group: 2nd February 2023 at 7.30pm.

105.6 Website Working Group:

Item 93

Minutes of the meeting of Carlton Parish Council on 25th October 2022 held at 7.30pm.

Present: Cllr's Lowes (Chair), Bell, Clayton, Land, Mann, and Taylor.

In attendance: H Phillips (Clerk), and two members of the public.

68. Apologies for Absence

Apologies and reason for absence received from Cllr Quinn were considered by the council.

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

69. Declarations of Interest

There were no disclosures of personal and disclosable pecuniary interests from councillors on matters to be considered at the meeting.

70. Local Councillors' Report's

District and County councillors were not in attendance at the meeting.

71. Questions from the Public

A member of the public raised a request for the old wall mounted noticeboard to be made available to be utilised by parish community groups.

Resolved: That the council consider the future use of the noticeboard at the next meeting on 29th November 2022.

72. Chair's Report

The Chair had not attended any events or meetings since the meeting held on 27th September 2022 but reported that the first of two webinars for 'Chairing Skills' had been completed with the final webinar being on 26th October 2022.

Resolved: That the report be noted.

73. Staffing and Recruitment Committee

The council considered the minutes and recommendations of the Staffing and Recruitment meeting held on 27th September 2022.

Resolved: That:

- i) the minutes of the Staffing and Recruitment meeting held on 27th September 2022 be approved; and
- ii) the reviewed Health & Safety Policy, Incident form and Action Plan be approved and adopted.

74. Parish Council

The council considered the minutes for the parish council meeting held on 27th September 2022.

Resolved: That the minutes for the council meeting held on 27th September 2022 be approved.

75. Extraordinary Meeting of the Council

The council considered the minutes of the Extraordinary Meeting of the Council held on 4th October 2022.

Resolved: That the minutes of the Extraordinary meeting of the Council held on 4th October 2022 be approved.

76. Finance Committee

The council considered the minutes and recommendations of the Finance Committee meeting held on 11th October 2022.

Resolved: That

- i) the minutes of the Finance Committee meeting held on 11th October 2022 be approved.
- ii) the accounts up to 30th September 2022 be approved.
- iii) the grant funding application received from Toddler Storytime for £200.00 be approved; and
- iv) the clerk contact local community groups to inform them of available grant funding be approved.

77. Allotment Working Group (AWG)

The council considered notes and recommendations of the AWG held on 12th October 2022.

Resolved: That

- i) the notes for the AWG meeting held on 12th October 2022 be approved;
- ii) the membership to The National Allotment Society, at a cost of £55.00 plus VAT, plus the nominal £1.00 fee, be approved.
- iii) the measuring and replanning of the current allotment plots be deferred until advice is sought from the National Allotment Society on sizing of plots;
- iv) installation of a 'Y' junction at the current water supply from the cemetery to the allotment area be approved, subject to provision of costs being presented and approved by the Finance Committee at the meeting on 15th November 2022;
- v) lagging of existing tap and piping at the cemetery/ allotment boundary be approved, subject to provision of costs being presented and approved by the Finance Committee at the meeting on 15th November 2022;
- vi) installation of an access gate from Fairfield Avenue parking area to the allotments subject to agreement with the Shire Green management company, and provision of cost being presented to the Finance Committee at the meeting on 15th November 2022 for consideration; and
- vii) the clerk to investigate the cost of waste disposal bins for black and green waste from the allotments, to be presented and at the Finance Committee at the meeting on 15th November 2022 for consideration.

78. Cemetery Working Group (CWG)

The council received a verbal report from Cllr Taylor, the Chair of the CWG regarding the recommendations and meeting held on 20th October 2022.

It was noted that the resolutions relating to items 8.1 and 8.2 required amending in the draft notes.

Resolved: That

- i) the clerk amend the resolutions for items 8.1 and 8.2 prior to issuing the notes be approved;
- ii) the CWG Terms of Reference be approved and adopted;
- iii) no increase be made to the Cemetery Charges for 2023-2024 be approved; and
- iv) the clerk seek clarification relating to point 4.1 of the Cemetery Rules; and present at the next meeting.

79. Policies and Procedures

79.1 The council considered the draft Training Policy.

Resolved: That the council's Training Policy be approved and adopted.

79.2 The council considered the draft Scheme of Delegation Policy.

Some suggested amendments were provided which the council considered.

Resolved: That the Scheme of Delegation, subject to the amendments being completed be approved and adopted.

80. Finance Matters

80.1 The council considered the Cash Book, Bank Statements, Budget Monitoring, and Bank Reconciliation reports up to 30th September 2022.

Resolved: That the Cash Book, Bank Statements and Reconciliation and Budget Monitoring Report to 30th September 2022 be approved.

80.2 To consider approval of payments outstanding and those made by the clerk under delegated authority.

Invoice Date	Customer Inv. No.	Payee	Payment Detail	Date Paid	Amount Due/ Paid	Payment Method (Incl. Cheque No.)
22/09/2022	9939	Autela Payroll Services	Payroll Provision	04/10/2022	65.52	BACS
20/09/2022	11274	Ryther Alarms	CCTV Service	04/10/2022	456.00	BACS
15/07/2022	312-2223	YLCA	Roles & Responsibilities of the Clerk - Cllr Quinn	12/10/2022	25.00	BACS
30/09/2022	GB263282ZAEUI	Amazon Uk	Law of Allotments Book	03/10/2022	32.89	Card
07/10/2022	675-2223	YLCA	Policies Webinar - Clerk	12/10/2022	25.00	BACS
22/09/2022	004-9028-0263	Mr M Hoe	Postfix for GG Noticeboard	04/10/2022	26.00	BACS
05/10/2022	INV001492	Rainbow IT Services	External Hard-drive	12/10/2022	97.14	BACS
29/09/2022	Aug -Sept 22	Carlton Methodist Church	Room Rental		50.00	
25/10/2022	M7 Wk29	Clerk	October 2022 salary		517.63	
25/10/2022	M7 Wk29	Nest Pensions	Clerk Pension Contribution		37.75	
30/09/2022	n/a	DR Everatt	6/12 Contract Agreement		350.00	
30/09/2022	n/a	DR Everatt	Additional Works - Cemetery		292.00	

Resolved: That payments outstanding and those made by the clerk under delegated authority be approved.

- 80.3 The council considered the options provided regarding the council's second bank account/ investment facility.

A discussion took place regarding the two options presented; invest with the Churches, Charities and Local Authorities (Deposit Account); or open an account with Unity Trust Bank. It was agreed that further investigation into whether the current bank account has a deposit account, that incurred no charges, was made and presented to the next council meeting.

Resolved: That

- i) the council continue with only one bank account at present; and
- ii) a cllr investigate the option of a savings account at the council's present bank be approved.

- 80.4 The council considered the correspondence received by the clerk from the external auditor regarding the council's AGAR documents. The certificate was not provided, and the clerk was asked to contact the external auditor to ascertain the reason for the delay.

Resolved: That the clerk contact the external auditor to request further information and a completion date for the certificate to be provided be approved.

- 80.5 The council considered authorisation of the clerk's hours worked in October 2022, and any overtime worked.

The clerk has been paid for 40 hours worked in October 2022 but has completed an additional 17.75 additional hours. The clerk has 37.4 hours holidays remaining. A discussion was held and agreed that the clerk's holiday hours to be made up to 40 hours, therefore taking 2.6 hrs of the additional time worked, leaving 15.15 additional hrs to be paid in November 2022

Resolved: That

- i) the clerk salary for October be paid, in accordance with the contract of employment for October 2022; and
- ii) 15.15 hours overtime be paid in November 2022.

81. Planning Matters

- 81.1 The council considered Selby District Council's Local Plan.

A discussion was held regarding the Local Plan, and it was noted that the only relevant development listed on the Local Plan for Carlton is the Mill Lane outline planning application.

As the initial application for the proposed development off Mill Lane, Carlton has been amended it was agreed that the council's planning response letter should be re-issued with additional comment relevant to the updated application, and to again include the material objections.

Resolved: That the clerk, provides Selby District Council with the council's response regarding the proposed Mill Lane development once again.

- 81.2 The council considered the planning application received.

2022/0738/OUTM. Land North of Carlton Holy Family High School, Station Rd, Carlton. – Updated information sent by email by a cllr on 5th October 2022.

The outline planning application for the proposed development opposite Carlton Holy Family School was not included in the allocated sites in the Local Plan. The council considered providing an additional consultation response regarding this planning application after receiving further information on the installation of a roundabout on the 1041 just over the bridge coming into the village.

Resolved: That the Chair of the Planning Committee provides a response on the proposed amendments to the planning application, and the clerk provide Selby District Council with the response to the consultation on this planning application.

- 81.3 The council considered a response to Consultation Letters received.

2022/1080/HPA: Erection of single storey rear extension following demolition of conservatory, erection of a detached garden room and retention of existing boundary wall (retrospective) LOCATION: 5 Manor Farm Close, Carlton, Goole

Resolved: That no objections to the application be provided.

82. Parish Council CCTV

- 82.1 The council received an update from the clerk on the future costs of service of the CCTV system.

It was confirmed that the invoice recently received for the service and maintenance covered up to August 2023. The supplier did not envisage an increase to the cost of this service for the following year.

Resolved: That the update on the future cost of CCTV annual service and maintenance be noted.

- 82.2 The council received an update from the clerk on the cost of purchase of two further CCTV camera units.

A discussion was held and agreed that the purchase of additional CCTV cameras be deferred.

Resolved: That

- i) **the clerk's update be noted; and**
- ii) **the requirement for additional CCTV cameras be deferred until the new financial year.**

83. Highways and Streetlights

- 83.1 The council considered Convent Walk pathway surfaces.

A discussion took place regarding the ownership of the Convent Walk footpath. The clerk would contact Selby District Council's public rights of way officer to ask if the definitive map shows who owns this footpath

Resolved: That the clerk seek clarification on ownership of Convent Walk and report back to council at the meeting on 29th November 2022.

- 83.2 The council received an update from the clerk regarding the progress of the replacement and maintenance of lighting columns.

It was reported that the works requested by the council are due to start week commencing 31st October 2022. Updated estimated costs have been received by the clerk and relevant residents have been contacted to explain the process and intended works that would take place. Clarification is required to ensure that the removal of the obsolete wooden poles takes place.

Resolved: That

- i) the clerk's update be noted;**
- ii) the clerk to seek confirmation that the wooden poles are to be removed be approved; and**
- iii) the clerk to provide the Finance Committee with a total cost of the replacement and refurbishment works as ordered at the meeting on 15th November 2022.**

84. Clerk's Report

The council received the clerks report and update on matters dealt with since the council meeting on 27th September 2022.

Resolved: That the clerk report be noted.

85. Action Log

The council considered the action log for outstanding actions and updates. Some additional actions were noted, to be added to the action log.

Resolved: That the updated action log be noted.

86. Training

- 86.1 The council received an update on any training requests processed by the clerk under delegated power.

The Chair completed the first YLCA webinar of the 'Chairing Skills' with the second one still to be held, at a cost of £33.40 per course

Resolved: That the update be noted.

- 86.2 The council considered the Civility & Respect Project.

A discussion took place regarding the civility and respect project and the council agreed to the Pledge.

Resolved: That the council take the civility and respect pledge, and the clerk provide the relevant documentation from NALC to the council for signing.

- 86.3 The council received feedback from the clerk regarding the Policies training completed through the YLCA.

Resolved: That

- i) the clerk's update be noted; and**

- ii) **the clerk update the council's website to ensure all mandatory policies and documents are added.**

87. Date Future Meetings

- 87.1 Staffing and Recruitment Committee: 15th November 2022 at 7pm.
- 87.2 Finance Committee: 15th November 2022 at 7.30pm.
- 87.3 Allotment Working Group: 23rd November 2022 at 7pm.
- 87.4 Parish Council: 29th November 2022 at 7.30pm.
- 87.5 Cemetery Working Group: To be confirmed.
- 87.6 Website Working Group: To be confirmed.

Item 94

Minutes of the Staffing and Recruitment Committee meeting held on 15th November 2022 at 7pm at the Methodist Church.

Present: Councillors Bell, Quinn and Taylor.

24. Apologies for absence

No apologies received.

25. Declarations of Interest

No Declarations of Interest received.

26. Minutes of the Staffing & Recruitment Committee meeting held 27th September 2022. (for information only)

Resolved: That the minutes be noted.

27. Policy Review

27.1 Pensions Policy

The committee reviewed the Pensions Policy. A discussion was held, and an addition was recommended, concerning the threshold to permit inclusion to the pension scheme.

Recommendation to council: That the reviewed Pensions Policy be considered for approval and adoption.

27.2 Grievance & Disciplinary Policy

A discussion was held, and the committee agreed that further assessment was required for this policy, therefore deferred the review to the next meeting.

Resolved: That the Grievance & Disciplinary Policy review be deferred to the next Staffing & Recruitment Committee meeting.

27.3 Expenses Policy & Claim Form

The committee reviewed the Expenses Policy and Form. After discussion it was felt that the policy did not require amendment, but an omission is required on the Expenses Claim Form relating to the petrol receipts.

Recommendation to council: That the reviewed Expenses Policy and Claim Form be considered for approval and adoption.

28. Clerk's Salary Review

The committee received the information issued regarding the National Salary Award. A discussion was held regarding the salary award and the present level of the clerk's working hours.

Resolved: That the National Salary Award be noted.

Recommendation to Council: That the clerk's working hours be reviewed at the council meeting scheduled for 29th November 2022.

11. Date and Time of next meeting

To be confirmed.

Item 95

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 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
- iii) 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.