

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 **14th March 2023 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.

Helen Phillips

Clerk to Carlton Parish Council

Agenda

51. Apologies for Absence

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

52. Declarations of Interest

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

53. Minutes of Finance Committee Meeting

To receive the approved minutes from the Finance Committee meeting held on 14th February 2023 for information. (pages 2-3)

54. 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 28th February 2023.

55. Income and Expenditure Records

To receive the Income and Expenditure Records at the meeting for consideration up to the 28th February 2023.

56. Council's Bank Accounts

56.1 To receive an update from the clerk regarding the council's savings account.

56.2 To consider updating the current account's signatories.

57. Cemetery and Chapel

To receive a verbal report and recommendations from the Chair of the Cemetery Working Group (CWG) regarding the meeting held on 14th March 2023 at 6.30pm.

58. Funding and Grants

To consider any applications received for community funding.

59. To receive an update from the clerk regarding the council's insurance policy.

60. Date of next meeting: - 14th March 2023

Item 53**Minutes of the Finance Committee meeting held on 14th February 2023**

Present: Cllrs Taylor, Land, Lowes, and Clayton.

Attending: Helen Phillips – Clerk/ RFO

41. Apologies for Absence

The Committee received apologies and for absence from Cllr Holmes.

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

42. Declarations of Interest

There were no disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

43. Minutes of Finance Committee Meeting

The Committee received the approved minutes from the Finance Committee meeting held on 15th November 2022 for information only.

44. 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 January 2023.

A discussion was held regarding the purchase of grit sand for the parish grit boxes. The clerk gave an update regarding the NYCC option to provide the service for grass verge cutting or pass on the monetary relief if the council continued to engage a contractor to complete the service.

Resolved: That

- i) **the bank statements, reconciliation and budget monitoring report be approved.**
- ii) **the clerk ascertain how much remaining grit salt is left after replenishing the bins and where the remainder of the grit salt is being stored; and**
- iii) **the that the council would continue utilising the present contractor for verge cutting and the clerk request the monetary relief from YLCC as offered.**

45. Income and Expenditure Records

The Committee considered the Income and Expenditure Records up to the 31st January 2023.

Resolved: That the Income and Expenditure records be approved.

46. Document Review

46.1 The Committee reviewed the council's Asset Register.

Recommendation: That the council approve and adopt the reviewed Asset Register.

46.2. The Committee reviewed the council's Reserves Policy.

Committee Members: Chair- Cllr Taylor. Cllr Clayton, Cllr Holmes, Cllr Land & Cllr Lowes

A discussion was held, and the updated Reserves Policy was agreed.

Recommendation: That the council approve and adopt the reviewed Reserves Policy.

- 46.3 To review the Groundworks contract in view of the agreed one year contract (ending on 31st March 2023)

After assessment of prepared invoicing data as was agreed that the committee were happy to propose a continuation of the contract with the present contractor for a further year, with no increase to the agreed monetary rate.

Resolved: That the clerk contact the present contractor to discuss any required amendments and to have the 2023-24 contract signed.

47. Cemetery and Chapel

The Committee received an update regarding the Cemetery Working Group (CWG) meeting held on 8th February 2023 in respect to the structural survey completed on the chapel and boundary walls and required actions.

Resolved: That

- i) the clerk seek estimates for the cost for the refurbishment of the South and West walls (inner and outer) in the first instance; and
- ii) the clerk seeks estimates for the cost of ensuring the chapel becomes watertight.

48. Funding and Grants

The Committee considered the application received for community funding from St. Mary's Church. They have requested £250.00 to provide the church with the requirements for 'Sing-along' sessions, which includes the CCLI entertainments license.

A discussion was held and although the committee did not have issue with the application requested that the clerk clarify permissions and powers to allow the funding to be provided to a church.

Resolved: That the clerk seek advice on the permissions and powers to permit the funding request.

Recommendation: That the council approve the application for funding by St. Mary's Church, subject to positive clarification received by the clerk.

49. Update regarding the council's Insurance Policy.

The clerk had contacted the councils present insurance provider to request a quote for the cost of the annual renewal of the policy and a three year agreement cost. Whilst the annual renewal cost (2023-4) was reasonable, and the three year agreement gave a discount for the annual cost within that agreement, but not a fixed price, it was felt that comparative quotes should be sought.

Resolved: That the clerk seek two further quotations for the council's insurance policy and present to the parish council at the meeting on 28th February 2023 for consideration.

50. Date of next meeting: - 14th March 2023