

Carlton Parish Council

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.

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

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