

Carlton Parish Council

Minutes of the meeting of Carlton Parish Council Finance Committee on 13th June 2023 at 7.30pm at Carlton Methodist Church

Present: Cllr's Clayton, Holmes, Lowes, and Taylor.

Attending: Helen Phillips - Clerk

1. Election of Chair of Finance Committee

The Committee elected the Chair for the Finance Committee for 2023-2024.

Resolved: That Cllr Taylor be Chair of the Finance Committee for the year 2023-24

2. Apologies for Absence

Apologies and reason for absence was received from Cllr Land.

Resolved: That Cllr Land's apology be received and reason for absence be approved.

3. Declarations of Interest

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

4. Minutes of Finance Committee Meeting

The Committee received the approved minutes from the Finance Committee meeting held on 11th April 2023 for information only.

5. Terms of Reference

The Committee reviewed their Terms of Reference.

Recommendation to Council: That the reviewed Finance Committee Terms of Reference be approved.

6. Financial Regulations

The Committee reviewed the Council's Financial Regulations.

A discussion was held, and it was felt that the Regulations wording should be amended to reflect the fact that cheques are rarely used now.

Resolved: That the clerk amend the Financial Regulations regarding the wording and usage of cheques, and issue the updated version to the Committee members and then present to the Parish Council at the meeting on 25th June 2023.

Recommendation to Council: That the reviewed and updated Financial Regulations be approved.

7. Financial Risk Assessment Policy

The Committee reviewed the Council's Financial Risk Assessment Policy.

Recommendation to Council: That the Financial Risk Assessment be approved.

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

8. Accounting Records

- i) The Committee received the Income and Expenditure and Budget Monitoring reports, and Bank Statements and Reconciliation for consideration up to the 31st May 2023.

It was requested that the expenditure report should have an additional line added to the 'Cemetery' section for the cemetery waste bins annual contract as opposed to in the 'Unexpected Revenue' section.

Resolved: That the accounting reports up to 31st May 2023 be approved subject to the requested amendment being completed by the clerk.

- ii) The Committee received a verbal update from the clerk regarding the council's savings account.

The clerk explained that the application has been completed and acknowledged but has not yet been activated by the council's banking provider. The clerk is to contact the bank for a further update.

Resolved: That

- i) **the verbal report by the clerk be noted by the Committee; and**
- ii) **the clerk pursue the savings account bank application.**

9. Cemetery

The Committee received a verbal update regarding the progression for the cemetery walls repairs.

The clerk was compiling the job specification for the walls repairs in traditional sand and cement mortar in preparation of issuing to receive quotes for the intended work.

The difficulty being that the funds are not in place at present and therefore the contractor would need to be aware that a start date could be within three to six months, making it difficult to stay firm on costs over that period of time. A number of funding options were still being assessed, along with CIL and S106 funds from the District Council.

A discussion was held, and it was felt that the works should be ideally completed by October to avoid the delays due to cold weather. The ideal would be to have money streams coming from the Council's Earmarked Reserves and from external funding.

Resolved: That

- i) **the clerk's verbal update be noted.**
- ii) **the clerk continue the work on the tender documents on order to issue.**
- iii) **the clerk continue to pursue the options for external funding.**
- iv) **the clerk contact the contact at Selby District Council to gather information on potential CIL and S106 funding available in the financial year; and**
- v) **the clerk present the findings to the Council at the meeting on 27th June 2023.**

10. Funding and Grants

There were no applications received for community funding.

- 11. **Date of next meeting:** - Wednesday 19th July 2023 at 7.30pm, at Carlton Methodist Church.