

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 **12th September 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

20. Apologies for Absence

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

21. Declarations of Interest

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

22. Minutes of Finance Committee Meeting

To receive the approved minutes from the Finance Committee meeting held on 19th July 2023 for information. (pages 2-4)

23. Accounting Records

- i) To receive the Income, Expenditure, Bank Reconciliation, and Budget Monitoring reports, and Bank Statements for consideration up to the 30th August 2023.
- ii) To receive a verbal update from the clerk regarding the council's savings account.
- iii) To receive a verbal update from the clerk regarding the recently received AGAR 2022-23 submission queries.
- iv) To receive a verbal update from the clerk on the outstanding debt issue with the Christmas Light energy provider.

24. Policy and Document Review

- i) To review the Council's Asset Register.
- ii) To review the Council's Internal Control system document.

25. Cemetery

To receive a verbal update regarding the progression for the cemetery walls repairs/funding.

26. Allotments

To receive a verbal update from the clerk along with emailed spreadsheet regarding the funding and costs of improvements to the allotment area facilities.

27. Funding and Grants

- i) To consider the application received for community funding from Carlton Village Hall.
- ii) To consider any further applications received for community funding from local groups.

28. Date of next meeting: - 17th October 2023 at 7.30pm.

Item 22**Minutes of the meeting of Carlton Parish Council Finance Committee held on 19th July 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.

Present: Cllr's Taylor, Clayton, Land, Lowes, and Quinn.

Attending: H Phillips – clerk.

12. Apologies for Absence

The committee received Cllr Holmes's apologies for absence and considered the reasons for absence.

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

13. Declarations of Interest

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

14. Minutes of Finance Committee Meeting

The committee received the approved minutes from the Finance Committee meeting held on 13th June 2023 for information only.

15. Accounting Records

- v) The committee received the Income, Expenditure, Bank Reconciliation, and Budget Monitoring reports, and Bank Statements for consideration up to the 30th June 2023.

The committee asked about the progress of the streetlight maintenance/ repairs and Phase 5 streetlighting scheme which was to be carried out by North Yorkshire Council (NYC) in the last financial year.

The clerk had received a breakdown of the repair/ maintenance works charged for in June 2023 by NYC, and has requested a progress report from the contact at NYC on Phase 5, but had not yet received the update.

Resolved: That

- i) **the accounting reports up to 30th June 2023 be approved; and**
 - ii) **the clerk to contact the NYC operative to gain an update on the Phase 5 progress, and report to the Council as soon as is possible.**
 - vi) The committee received a verbal update from the clerk regarding the council's savings account.
- Three documents were signed at the meeting to enable the savings account to be opened and activated. The clerk will liaise with Cllr Holmes to have the appropriate document signed by him as soon as is possible, so that the application can be processed by the bank.

Resolved: That

- i) **the committee note the clerk's verbal update on the progress of the savings account.**
 - ii) **the councillors that are signatories and were present at the meeting signed the appropriate documents to enable the new account to be opened; and**
 - iii) **the clerk liaise with the absent signatory/ councillor to have the appropriate document signed be approved.**
- vii) The committee received a verbal update from the clerk regarding the recently received AGAR 2022-23 submission queries.

The clerk updated all that the queries that had been received from the external auditor have now all been resolved. The submission is now to be signed off by the next tier of external auditor administration, when they will issue their report. The updated variance report and the amended Form 3 submission will be presented to Council for re-signing at the next meeting, and the updated version will be uploaded onto the Council's website.

Resolved: That

- i) **the clerk's verbal update regarding AGAR submission for 2022-23 and the queries received from the external auditor be noted; and**
- ii) **the updated AGAR documents be presented to the Parish Council at the meeting scheduled for 25th July 2023, to permit re-signing and upload to the Council's website.**

16. Cemetery

The committee received a verbal update regarding the progression for the cemetery walls repairs/ funding.

The Invitation to Quote specification letter and associated structural report is now ready to issue to selected contractors. The deadline date for the return of quotes is 31st August 2023, with a request for a fully broken down (wall by wall) quote and the confirmation that the quote stands firm for three months from it's date of issue, to enable the funding process to be fully explored and executed.

The funding consultant continues to assist the clerk by sending options for target funders but has not been engaged by the Council at this point to advise and provide his full services.

A number of associations and companies/ authorities are to be contacted and targeted to attempt to increase the available funds to the Parish Council without drawing from Parish revenue. As there are no meetings scheduled for August the clerk is to focus on this task in the hope of successful gathering of funds. An update will be provided by the clerk at the September meetings of the Finance Committee and the Parish Council.

It was noted by the clerk that the ultimate option to gather additional funds, should the targeting of funders not be successful is the option of a carefully assessed bank loan. This should not be ruled out as an option if other avenues fail.

The committee also discussed the budget set aside for the refurbishment of the cemetery gates versus the quote received for the work to be carried out. There is a deficit of £200.00 to budgeted cost but the committee felt that the additional cost could be recouped from other monetary streams and agreed the updated cost of the works.

Resolved: That

- i) the clerk issue the specification letter and structural survey to relevant contractors to have quotes returned by 31st August 2023.
- ii) the clerk explore all avenues of funding streams in the month of August and report to the Finance Committee and the Parish Council at the scheduled meeting to be held in September 2023; and
- iii) the updated cost of £1200.00 for works to refurbish the cemetery gates be approved.

17. Allotments

The committee received a verbal update from the clerk and attending Allotment Working Group (AWG) members regarding the funding required for costs of improvements to the allotment area facilities.

It was agreed that the new tap from the cemetery water supply be installed once a contractor with a minimal cost for the work is found.

The estimate received from a contractor which incorporated the installation of the discussed central path and the conversion of an existing fence panel, off Fairfield Avenue to form a secondary entrance to the allotments was discussed at the Allotment Working Group meeting held on 17th July 2023 and was rejected due to the overall cost and the path finishing materials which was by consensus not ideal for the situation.

At the meeting the clerk was tasked with gathering two more estimates for both the gate formation and the pathways improvements, using alternative materials.

The funding for these improvements is intended to come from an application to the local District Councillor's funding pot, and therefore the AWG have recommended to Council that they are given approval to apply for the external funding, rather than draw from the Parish revenue.

Resolved: that the clerk and attending AWG members update be noted.

18. Funding and Grants

There were no applications received for community funding to consider.

19. Date of next meeting: - 12th September 2023 at 7.30pm.