

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 **15th November 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

29. Apologies for Absence

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

30. Declarations of Interest

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

31. Minutes of Finance Committee Meeting

To receive the approved minutes from the Finance Committee meeting held on 12th September 2023 for information. (pages 3-6)

32. Accounting Records

- i) To receive the Income, Expenditure, Bank Reconciliation, and Budget Monitoring reports, and Bank Statements for consideration up to the 31st October 2023.
- ii) To consider the verbal update by the clerk on the cost of provision, installation, dressing and disposal of the Golden Garden Christmas Tree.

33. Cemetery

- i) To receive a verbal update regarding the progression for the cemetery walls repairs/ funding.
- ii) To review the Cemetery Charges.

34. Allotments

- i) To consider implementing a rental increase to £20.00 per plot bi-annually to all tenants.

(Noting that the new layout would lend itself to sixteen plots; each plot is chargeable which equates to £640.00 revenue per annum).
- ii) To receive a verbal update from the clerk regarding the funding and costs of improvements to the allotment area facilities.

35. Budget 2024-2025

- i) To consider the approval of the draft budget for 2024-25 prepared by the clerk.
- ii) To consider the groundworks contract for 2024-2025, with a verbal update from the clerk.

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

- iii) To consider the Precept request amount for the financial year 2024-2025.
- iv) To consider the Ear Marked Reserves for 2024-25.

36. Funding and Grants

To consider any further applications received for community funding from local groups.

37. Date of next meeting: - 16th January 2024 at 7.30pm.

Item 31**Minutes of the meeting of Carlton Parish Council Finance Committee on 12th September 2023 at 7.30pm at Carlton Methodist Church**

Present: Cllr's Taylor, Land, & Lowes.

Attending: H. Phillips - Clerk

20. Apologies for Absence

Apologies and reason for absence were received from Cllr Holmes.

Resolved: That Cllr Holmes's apologies were received and reason for absence approved.

21. Declarations of Interest

Disclosure of personal and prejudicial interest was received from Cllr Land on matters to be considered at the meeting.

It was agreed that she would not take part in the discussion relating to agenda item 27i).

Resolved: That Cllr Land's declaration of interest be noted.

22. Minutes of Finance Committee Meeting

The Committee received the approved minutes from the Finance Committee meeting held on 19th July 2023 for information only.

23. Accounting Records

- i) The Committee received the Income, Expenditure, Bank Reconciliation, and Budget Monitoring reports, and Bank Statements for consideration up to the 30th August 2023.

The clerk noted that a payment made to the Cemetery water supplier was to be refunded, and has now been receipted into the current account.

Resolved: That the accounting records and bank statements up to 30th August 2023 be approved.

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

The clerk noted that the Council's savings account is now fully functioning and the Earmarked Reserves balance of £22430.00 is now held in that account.

Resolved: That the clerk's verbal update on the Council's savings account be noted.

- iii) The Committee received a verbal update from the clerk regarding the recently received AGAR 2022-23 submission queries.

The clerk noted that the AGAR for 2022-23 is now completed and is closed by the External Auditor.

Resolved: That the clerk's verbal update on the AGAR submission for 2022-23 be noted.

- iv) The Committee received a verbal update from the clerk on the outstanding debt issue with the Christmas Light energy provider.

The clerk informed the Committee that the case has now been put to the Energy Ombudsman and is in the process of being assessed. A further update will be provided to the Council as soon as more information is available.
A discussion was held, and it was agreed that no payment should be made to the energy supplier until a resolution is received from the Energy Ombudsman.

Resolved: That the clerk's update on the aged energy debt be noted.

24. Policy and Document Review

- i) The Committee reviewed the Council's Asset Register.
The Cllr's asked about the insurance cover for the cemetery gates which are presently being refurbished, and the cover for the chapel building. On contacting the insurance provider it is noted that gates and fences are covered up to a sum of £36,000.00 The chapel is covered up to a sum of £299,315.00

Recommendation to Council: That the updated Asset Register be considered for approval.

- ii) The Committee reviewed the Council's Internal Control system document.

Recommendation to Council: That the Internal Control document be considered for approval.

25. Cemetery

The Committee received an update regarding the progression for the cemetery walls repairs/ funding.

The clerk issued a request to quote to five companies, two of which declined to quote. Three quotes have been received and will be presented to the Council at the meeting on 26th September 2023 for consideration.

The clerk had provided a spreadsheet to show the progress of the funding requests which will be available at the next meeting of Council. A number of positive responses have been received but as yet no actual secured funds.

After an Expression of Interest document was completed to the Department of Levelling Up, a positive response has been received and the clerk can now apply for funding officially as it was felt that the project is eligible.

Further options are available and are being actively pursued by the clerk.

Resolved: That

- i) **the clerk's update be noted.**
- ii) **the update and spreadsheet information be included on the agenda for the Parish Council meeting scheduled for 26th September 2023; and**
- iii) **the clerk continue to pursue further funding options and report to the Council at the above meeting.**

26. Allotments

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

The clerk provided a spreadsheet noting the four quotes received for installing the allotment pathways, the options and cost of installing the new allotment tap, and the funding available, received, and additional funding options applied for by the clerk.

A discussion and vote was held, relating to the contractor's quotes received for the work in installing the allotment paths. The Councillors present at the meeting agreed on the

preferred contractor and cost for the path's installation. The information will be made available to the Parish Council at the scheduled meeting to be held on 26th September 2023 for their approval.

Whilst the Finance Committee have indicated their preferred contractor no contract will be agreed, nor work commence until the specific funds are available to the Council to draw from.

Resolved: That

- i) **the clerk's update regarding the costs and funding for improvements to the allotments be noted; and**
- ii) **the update be presented to the Parish Council at the scheduled meeting on 26th September 2023.**

Recommendation to Council: That the Finance Committee's preferred contractor for the works to install paths to the allotment area be considered for approval.

27. Funding and Grants

- i) The Committee considered the application received for community funding from Carlton Village Hall.

A discussion was held, and although the Village Hall Committee had provided a number of required documents to enable consideration, it was felt that further information was required. The members requested that the clerk invite the Village Hall Committee to provide full bar accounts, detail of twelve months past and future fund-raising activity and intention, and full committee accounts for 2022-2023 which are to be submitted to the Charity Commission.

Once this additional information is received the grant application can be considered and a resolution made by the Parish Council.

Resolved: That

- i) **the clerk request the noted additional information from Carlton Village Hall Committee; and**
- ii) **the Parish Council consider the grant application and documentation at the next scheduled meeting, subject to the additionally requested information being received.**
- ii) There were no further applications received for community funding from local groups.

28. Date of next meeting: - Wednesday 18th October 2023 at 7.30pm.

