

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 Wednesday, 19th February 2025 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

17. Apologies for Absence

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

18. Declarations of Interest

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

19. Minutes of Finance Committee Meeting

To receive the approved minutes from the Finance Committee meeting held on 6th November 2024 for information. (pages 2-3)

20. Accounting Records

- i) To receive the Income and Expenditure and Budget Monitoring reports, Bank Statements and Reconciliation for consideration up to the 31st January 2025.
- ii) To consider any Community Group grant applications received since 8th January 2025.
- iii) To note payments made by the clerk under delegated authority.

Invoice Date	Customer Inv. No.	Payee	Payment Detail	Date Paid	Amount Paid	Payment Method (Incl. Cheque No.)
09/01/2025	ZA306358	ICO	Data Protection Cover	09/01/2025	£35.00	DD
12/12/2024	Min Ref: 84.iv)	Carlton 1st Brownies Pack	Community Funding Grant	09/01/2025	£172.87	BACS
25/01/2025	M10 Wk43	H Phillips	January 2025 Salary	12/02/2025	£695.52	BACS
13/02/2025	4676	Print Plus Ltd	Flyer Printing for NDPWG Event	13/02/2025	£88.00	BACS
14/02/2025	SI-1002784	Create TVT Ltd	Flyer Distribution for NDPWG Event	14/02/2025	£180.00	BACS
09/01/2025	4x Invoices	Amazon Uk	Stationary Items for NDPWG Event	09/01/2025	£37.32	Card
15/02/2025	2x invoices	Amazon Uk	Stationary Items for NDPWG Event	15/02/2025	£66.33	Card

21. Policy Review

- i) To review the Council's Rolling Asset Register.
- ii) To review the Councils Reserves Policy.

22. Date of next meeting

Wednesday 13th May 2025 at 7.30pm.

Item 19**Minutes of the meeting of Carlton Parish Council Finance Committee on Wednesday, 6th November 2024 at 7.30pm at Carlton Methodist Church**

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

Attending: H. Phillips – Clerk.

12. Apologies for Absence

All members were present.

13. Declarations of Interest

There were no disclosures of personal and prejudicial interests from members 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 8th October 2024 for information only.

Cllr Quinn highlighted that Minute point 8. vii) should be amended to remove the Resolution, and update the Recommendation to Council accordingly.

Resolved: That

- i) the amendment to the Minutes be completed prior to presenting the Minutes to the Parish Council on 26th November 2024; and
- ii) the Minutes of the Finance Committee held on 8th October 2024 be approved by the Committee subject to the amendment being completed by the clerk.

Recommendation to Council: That the re-presented Minutes for the Finance Committee meeting held on 8th October 2024 be considered for approval.

15. Accounting Records

- iv) The Committee received the Income and Expenditure, and Budget Monitoring reports, Bank Statements, and Reconciliation for consideration up to the 31st October 2024.

Resolved: That the accounting records up to 31st October 2024 be approved.

- v) There were no Community Group grant applications received since 29th October 2024.
- vi) The Committee considered the draft budget for 2025-2026 presented by the clerk.

A discussion was held, and it was agreed that the clerk should contact the Council's payroll service provider to gather an update on the extent of effect of changes in NI contributions. The clerk is to update the Committee once the information is gathered.

Recommendation to Council: That subject the confirmation of any financial effect on the Parish Council relating to NI Contribution changes the draft budget for 2025-2026 be considered for approval.

- vii) The Committee considered the Precept demand for 2025-2026.

Recommendation to Council: That the Precept demand for 2025-2026 be considered for approval and signed by Chair of the Parish Council.

16. Date of next meeting

Wednesday 19th February 2025 at 7.30pm.