

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 23rd September 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.

According to the Openness of Local Bodies Regulations 2014, recording, including filming, audio recording, taking photographs, blogging, tweeting, and using other social media websites is permitted at Parish Council meetings which are open to the public – however, anyone wishing to do so must speak to the clerk prior to the meeting as there are rules that must be followed.

Helen Phillips - Clerk to Carlton Parish Council

Agenda

1. Election of Chair of Finance Committee

To elect the Chair of the Finance Committee for 2025-2026.

2. Apologies for Absence

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

3. Declarations of Interest

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

4. Minutes of Finance Committee Meeting

To receive the approved minutes from the Finance Committee meeting held on 19th February 2025 for information only. (pages 3-4)
(noting the meeting scheduled for May 2025 was not held as it was not quorate).

5. Document Review

- i) To review the Finance Committee's Terms of Reference.
- ii) To review the Internal Control Document.
- iii) To review the Financial Regulations.

6. Accounting Records

- i) To consider the Income and Expenditure and Budget Monitoring reports, Bank Statements, and Reconciliation up to the 31st August 2025.
- ii) To receive an update from the clerk on the finances for the Neighbourhood Development Plan project for 2025-2025.
- iii) To consider any Community Group grant applications received since 29th July 2025.
- iv) To consider the cost of a replacement bus shelter for land adjacent to St Mary's Close, Carlton. (detail presented by the clerk at the meeting)

- v) To receive an update from the clerk on the External Auditor relating to the submitted AGAR for 2024-2025.

7. Streetlights

To review the future streetlighting improvements schedule, and related finances.

8. Date of next meeting

Tuesday 18th November 2025 at 7.30pm

Item 4**Minutes of the meeting of Carlton Parish Council Finance Committee on Wednesday, 19th February 2025 at 7.30pm at Carlton Methodist Church**

Present: Cllrs Taylor, Clayton, and Lowes.

Attending: H. Phillips – Clerk.

17. Apologies for Absence

The Committee received apologies for absence from Cllr Quinn, and considered the reasons for absence.

Resolved: That Cllr Quinn's apology be received and approved.

18. Declarations of Interest

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

19. Minutes of Finance Committee Meeting

The Committee received the approved minutes from the Finance Committee meeting held on 6th November 2024 for information only.

20. Accounting Records

- i) The Committee received the Income and Expenditure and Budget Monitoring reports, Bank Statements and Reconciliation for consideration up to the 31st January 2025.

A discussion was held, and it was agreed that amendments to a number of areas (Golden Garden trench – to Cap-ex; Income Monitoring to update; Unexplained Expenditure reallocation to individual lines) needed completed. The clerk made notes, and it was asked that the spreadsheet be updated in time to present to the Parish Council at the meeting scheduled for 25th February 2025.

Resolved: That

- a) **the accounting records be approved subject to discussed amendments being completed; and**
- b) **the updated document be presented to the Parish Council at the meeting scheduled for 25th February 2025.**

- ii) The Committee considered the Community Group grant application received from Carlton Village Hall to apply for their annual funding donation.

A discussion was held, and it was agreed that the project noted on the application was a worthy cause. All documentation requested with the application was received by the clerk.

Recommendation to Council: That the funding application from Carlton Village Hall for £3000.00 be approved for payment.

- iii) The Committee was requested by the clerk to defer the approval of the noted payments made by the clerk under delegated authority, to be assessed and presented to the Parish Council at the meeting scheduled for 25th February

2025. This was due to a disparity in the payments made verses the invoices received relating to the Amazon purchases. The clerk was awaiting a response from the service provider to explain this issue. If the resolution was not found prior to that meeting those invoices should be removed from consideration until this has been achieved.

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

Resolved: That consideration of the payments made by the clerk under delegated authority be deferred and be presented to the Parish Council on 25th February 2025 if appropriate, after further investigation.

21. Policy Review

- i) The Committee reviewed the Council's Rolling Asset Register.

A number of items were removed from the Register as they were not appropriate for 2025-26 onwards. The updated Register is to be presented to Council on 25th February 2025 for approval.

- ii) The Committee reviewed the Councils Reserves Policy.

A number of amendments and amalgamations were made to enable the document to be presented to Council on 25th February 2025 for approval.

Recommendation to Council: That

- i) the Council's Rolling Asset Register be considered for approval; and
ii) the Council's Reserves Policy be considered for approval.

22. Date of next meeting

Tuesday 13th May 2025 at 7.30pm.