

# Carlton Parish Council

## **Minutes of the meeting of Carlton Parish Council Finance Committee on 23<sup>rd</sup> 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.

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

**In Attendance:** Helen Phillips - Clerk to Carlton Parish Council.

### **1. Election of Chair of Finance Committee**

The Committee considered election of the Chair of the Finance Committee for 2025-2026.

Cllr Lowes proposed, and Cllr Quinn seconded the election of Cllr Taylor as Chair of the Finance Committee.

**Resolved: That Cllr Taylor be Chair of the Finance Committee for 2025-2026.**

### **2. Apologies for Absence**

No apologies for absence were received.

### **3. Declarations of Interest**

No disclosures of personal and prejudicial interests from attending Councillors were received.

### **4. Minutes of Finance Committee Meeting**

The approved Minutes from the Finance Committee meeting held on 19th February 2025 were received, for information only.

### **5. Document Review**

i) The Committee reviewed the Finance Committee's Terms of Reference.

ii) The Committee reviewed the Internal Control Document.

A discussion was held, and it was agreed that the document is still relevant and the audits should be completed within the Council year. A number of amendments were made to the existing document.

iii) The Committee reviewed the Financial Regulations.

A discussion was held, and it was agreed that the clerk explore the expansion of the Regulations relating to procurement threshold rules for amounts above £30,000.00 and would update the document accordingly should it be appropriate.

**Resolved: That the clerk update the Financial Regulations as appropriate before issuing to the Parish Council for approval at the next scheduled meeting.**

**Recommendation to Council: That agenda items 5i), ii), and iii) be considered for approval.**

## **6. Accounting Records**

- i) The Committee considered the Income and Expenditure and Budget Monitoring reports, Bank Statements, and Reconciliation up to the 31st August 2025.

**Resolved: That the accounting records be approved.**

- ii) The Committee received a verbal update from the clerk on the finances for the Neighbourhood Development Plan project for 2025-2027, as follows:

The clerk updated the Committee that a total of £3568.33 has been received to bank to cover the shortfall of the Neighbourhood Development Plan costs for 2025-2026. The funds derived from a VAT re-claim for £2768.33, and a Locality Funding receipt for £800.00 kindly received via Cllr Mike Jordans budget.

**Resolved: That the clerk's verbal update be noted.**

- iii) There were no Community Group grant applications received since 29<sup>th</sup> July 2025.

- iv) The Committee considered the replacement bus shelter for land adjacent to St Mary's Close, Carlton, detail presented by the clerk at the meeting, as follows:

The clerk informed the Committee that North Yorkshire Council (NYC) had emailed to disclose that they had now found funds to cover the cost of replacing and installing the damaged and removed bus shelter at Station Road, Carlton.

The Committee asked that the clerk contact NYC to have written confirmation of their offer to act and provide the replacement bus shelter.

**Resolved: That**

- i) **the clerk's update on the replacement bus shelter be noted; and**
- ii) **the clerk to seek written confirmation of the NYC offer to replace the shelter.**

- v) The Committee received a verbal update from the clerk on the External Auditor relating to the submitted AGAR for 2024-2025, as follows:

The external auditor initially requested further information regarding expenditure variance; this provided, the AGAR for 2024-2025 has been closed and signed off.

**Resolved: That the clerk's verbal update on the 2024-2025 AGAR submission be noted.**

## **7. Streetlights**

The Committee reviewed the future streetlighting improvements schedule, and related finances, as follows:

It was evident that some of the wooden columns have been removed by NYC. It was requested that the clerk seek an updated status from the NYC contact as to the current situation and streetlight upgrades completed.

It was noted that provision is made in the 2025-2026 budget to cover the cost of the streetlight energy invoice, still outstanding and not yet received. It was requested that the clerk chase this invoice so that the payment can be settled.

**Resolved: That**

- i) **the clerk seek an update from the NYC contact on the status of outstanding works to the Parish Council owned streetlights and columns; and**
- ii) **the clerk seek to push for receipt of invoice for the outstanding streetlight energy costs.**

**8. Date of next meeting**

Tuesday 18th November 2025 at 7.30pm