

# Carlton Parish Council

## **Minutes of the meeting of Carlton Parish Council Finance Committee on 17<sup>th</sup> March 2026 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:** Cllrs Taylor, Clayton, Hawe, Lowes, and Quinn.

**Attending:** H. Phillips - Clerk to Carlton Parish Council.

### **17. Apologies for Absence**

No apologies for absence nor reasons for absence were received.

### **18. Declarations of Interest**

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

### **19. The Committee received the Minutes of the Finance Committee Meeting held on 18<sup>th</sup> November 2025. (for information only)**

### **20. Accounting Records**

- i) The Committee considered the Income and Expenditure and Budget Monitoring reports, Bank Statements, and Reconciliation, up to 28<sup>th</sup> February 2026.

It was noted that whilst a small number of sections were over budget on the rev-ex sheet; the reasons for the over-spend are known and accepted.

**Resolved: That the accounting records up to 28<sup>th</sup> February 2026 be approved.**

- ii) The Committee considered the Council's Annual Insurance Policy renewal cost, premium due on 1<sup>st</sup> April 2026.

A discussion was held regarding the accuracy of the completed 'Statement of Fact' document. This was completed by the service provider, not the clerk, and there are many inaccuracies noted. It was agreed that the clerk to contact the service provider to highlight the issues and have corrections made to the document before 1<sup>st</sup> April 2026.

There was a secondary discussion on whether the Finance Committee has delegated authority to approve the Policy Renewal, rather than make a Recommendation to Council. It was agreed that the clerk was to consult the Financial Regulations and Finance Committee's Terms of Reference to clarify this, and to inform the Committee forthwith. This would ensure that the correct procedure is adhered to.

**Resolved: That**

- a) **the clerk contact the service provider to highlight the issues and have corrections made to the Statement of Fact document before 1<sup>st</sup> April 2026; and**
- b) **the clerk clarify the Finance Committee's delegated authority in this matter and inform the Committee forthwith.**
  - response to b) from the Finance Committee's Terms of Reference:

Signed:

Date Approved:

Minute Ref:

'The Finance Committee shall review annually the schedule of insurance cover to ensure that adequate levels of insurance, including fidelity, are maintained.'

Therefore:

**Recommendation to Council: That the Insurance Premium/ Policy for 2026-2027 be considered for approval.**

- iii) The Committee considered the Groundworks contract proposal of increases in cost for 2026-2027, and 2027-2028 (a two year contract).

A discussion was held regarding the incurred cost for 2025-2026, and the comparative cost for the two year contract proposed by the contractor. It was agreed that the proposed set cost for the two year contract was agreeable.

In the Finance Committee's Terms of Reference it is noted that:

'The Finance Committee shall be delegated to act on behalf of the Parish Council in all matters concerning tendering, contracts and purchasing arrangements.'

**Resolved: That**

- a) **the proposal received from the Groundworks contractor for the set price for a two year contract be approved; and**
- b) **the clerk to contact the Groundworks contractor to agree the two year set price contract for 2026-2027, and 2027-2028, and to have the agreement signed.**

## **21. Projects - Finance**

- i) The Committee received a verbal update from the clerk on costs and permissions to install a new bus shelter adjacent to the former High School.

The clerk has requested a site meeting to review the possibility of installing a new bus shelter. Whilst the NYC operative believes that the space is not sufficient, the clerk (and Committee members) agrees that there is enough space to hold the new bus shelter without encroaching on the public walkway.

This will be pursued further and an update provided at the Parish Council meeting, if possible, on 31<sup>st</sup> March 2026.

**Resolved: That the clerk pursue the site meeting to discuss the possibility of installation of a new bus shelter adjacent to the former Holy Family High School.**

- ii) The Committee considered any further action that may be required relating to potential S106 funds from the Old Bus Depot, Low Street, Carlton.

A discussion was held, and it was agreed that the clerk revert to NY Planning and S106 funding departments to pursue the initial request for improvements to the Village Hall football field.

It was requested that the subject of village play facilities be added to the Agenda for the Parish Council meeting scheduled for 31<sup>st</sup> March 2026, for further discussion.

**Resolved: That**

- a) the clerk pursue the S106 allocation request with NYC; and
- b) the clerk to include the subject of land and play facilities to the Parish Council Agenda for 31<sup>st</sup> March 2026.

**22. Community Funding Applications**

There were no applications received for Community Funding.

**23. Date of next meeting**

Tuesday 12<sup>th</sup> May 2026 at 7.30pm.