

Carlton Parish Council

Minutes of the Finance Committee Meeting held on Tuesday 19th January 2021 at 7.00pm via Zoom Video Conferencing Application.

Present:

Finance Committee Councillors: Cllr T. Clayton (Chairman), Cllr G. Taylor, Cllr D. Leek.

Parish Councillors: Cllr M. Holmes, Cllr K. Mann

Proper Officer/Clerk: Mrs S. Rockliff

Members of the Public: none

7. Apologies for Absence.

There were no apologies for absence.

8. Declarations of Interest.

There were no declarations of interest.

9. Minutes of the Previous Meeting.

Councillors considered the Minutes of the Finance Committee Meeting held on the 24th November 2020. Cllr Leek reported a secretarial error in Minute Reference 6, £27,00 should be £27,000.

Resolved that the Minutes of the Meeting be accepted as a correct record with the amendment to the above error.

10. Questions from the Public.

Cllr Mann asked if she could join the Finance Committee as she felt that she had skills and experience that could assist the committee and Council.

Resolved that the question be asked to the full meeting of the Council.

11. Budget Monitoring Report.

Councillors considered the Budget Monitoring Record and Report prepared by the Clerk. The Clerk had included predicted expenditure for the Council until the end of the financial year 2020/2021. These comprised of salaries, insurance, subscriptions, cemetery rates and the grant to the Village Hall. The additional cost of the next phase of the Streetlamp Replacement Programme which has been brought forward from the year 2021/2022 was also included in the predictions. This gave a predicted total expenditure for the end of the financial year for 2020/2021 of £37,875.56 or 83% of the Council's Budget.

Resolved that the Budget Monitoring Record and Report be noted.

12. Receipts & Payments Record.

Councillors considered the Receipts & Payments Record and Report prepared by the Clerk. The Clerk had included known areas of expenditure for the Council until the end of the financial year 2020/2021. This gave a predicted total expenditure of £44,705.96; the figure includes the £6,830.40 for the repair of the cemetery wall which the Council received an insurance payment for. When this figure is deducted the total expenditure is £37,875.56. The net income for the Council to the date of the meeting is £47,515.67. This included the insurance payment of £5,767 - the net cost for the cemetery wall repair and a CIL receipt of £1,603.88.

The total income for the council to the date of the meeting (Brought Forward Income + Net income) is £98,872.93.

Cllr Clayton gave permission for Cllr Mann to ask if the Council was anticipating any further income before the end of the current financial year. The clerk replied that the only area that may receive income was the cemetery.

The predicted financial position of the Council for the end of the financial year was therefore £54,166.97. (Total Income minus Expenditure). This figure included income from CIL of £1,603.88.

Resolved that the Receipts & Payments Record and Report be noted.

13. Allotment Rents

The clerk presented the allotment rents and updated that the council had 4 allotment plots, full plots rental fee was £25.00 per annum and half plots were £15.00 per annum. There was an extensive waiting list for allotments. The committee considered an increase in allotment rents.

Harron Homes were to confirm when new allotments, on its development, would be provided to the Parish Council.

RECOMMENDATION TO COUNCIL: That

- i) an increase in allotment fees to £30 per year for a full plot and £17.50 for a half plot be approved from 1st April 2022; and**
- ii) the current allotment tenants be informed, should council agree to the recommendation, that the allotment rent would increase from 1 April 2022.**

14. Cemetery Charges for 2021/2022.

Councillors considered the fees for the cemetery which were last increased on the 1st April 2016. Cemetery income does covers the cost of maintaining the grass, water charges and rates. However, it does not generate enough to cover the cost of administration or additional maintenance. It was proposed that the fees for the cemetery be increased by 10%, a vote was held, and this was agreed.

RECOMMENDATION TO COUNCIL: That the current cemetery charges be increased by 10% from 1 April 2021 and the new charged to be displayed on the noticeboards and council's website.

15. Cemetery Wall Repair and the Payment to the Contractor.

Councillors considered the repair of the cemetery wall by W.A .Hare & Son and agreed that they were happy with the work. The cost of the work was £6,830.40, including VAT.

RECOMMENDATION TO COUNCIL: That the payment to W.A Hare & Sons of £6,830.40 be approved for repairs to the cemetery wall.

16. Capital Projects for 2020/21

16.1. Streetlamp Replacement Programme. The clerk reported that NYCC had agreed to complete Phase 4 of the streetlamp replacement programme and to submit an invoice to the Council for payment before the end of the financial year 2020/2021.

16.2. Website. The clerk reported that she was struggling to understand and complete the Website Accessibility Statement required for the website. It was agreed that Cllr Mann would assist. Cllr Taylor to replace Cllr Thewlis on the Website Working Group. A meeting would be arranged of the Website Working Group as soon as possible.

16.3. Bench for the bus shelter. The clerk had obtained two prices for a bench for the bus shelter. Both prices did not include installation. It was agreed that the cost of installation would be ascertained before proceeding any further.

Resolved: that

- i) the updates of the clerk be noted;**
- ii) a meeting would be arranged for the Website Working Group as soon as possible**
 - i) an update on the bus shelter bench would be provided when further information was available**