CLENCHWARTON PARISH COUNCIL
FINANCE COMMITTEE MEETING

Held at the Memorial Hall at 7pm on Thursday 17th November 2022.

MINUTES.

Present: Cllrs R Moate (Chair), R Moore, K Pell (Chair), D Whitby, J Howard (Locum Clerk).

Also: 5 members of the public and Cllr Lucas attended.

1. To consider acceptance of apologies for absence (LGA1972, s85(1)(2))

Cllr Bearshaw (Deployed on operations), Cllr T Moore (Other commitments)

2. To receive declarations of interest in items on the agenda, and consider applications for dispensation

None.

3. To approve the Minutes of the meeting held on 29th September 2022 as a true record

Approved and signed.

4. Public Participation

The cost of the Village Hall new boiler is still outstanding £3k and the Hall has not received any grant since 2019. This will be passed to full council on 1st Dec.

CGM failed to show for the clean-up. Strong letter to be sent from the Clerk.

The quote received for the car park area re-surfacing has been received as £18781.25 plus VAT.

Money is available for two benches. The Council can purchase and reclaim the VAT and hold the benches as a Council asset. Clerk to check how donations can be received.

5. To receive update on, and resolve upon any relevant actions for infrastructure/village refurbishment Action Plans 2022/23 and 2023/24 (eg, oak tree adjacent Pavilion, seating Jubilee Garden, teen shelter, white gates at entrances to village)

The Oak tree has been pruned. The Station Road gates have not been installed – Clerk to check if payment was made and progress. This has been outstanding for 18 – 24 months. The Teen shelter needs to go ahead now – Clerk to check.

6. Review of engagement of Locum Clerk (quarterly)

Current Locum Clerk to continue and also take on RFO duties subject to a comprehensive handover.

7. Budget 2023/24 – initial review

The Chair expressed a desire to reduce the upcoming precept.

Current balance total is £56,302.48. This includes reserves.

The following figures were suggested for the next budget.

Increase salaries budget to £19k to include extra work for the groundsman instead of paying CGM for this work. Extra cost on wages expected to be around £5.2k. Also £55 approved to register the vehicle and current RFO to check insurance cover. The cost of a trailer would also need to be considered. The changeover from CGM to be gradual and the churchyard to be left with them.

Maintenance payments were higher last year because of the Village Hall. Budget to go down to £2k.

Professional/Audit fees to be £2k and former spend needs investigating.

Elections budget agreed at £2k.
Health and Safety agreed at £1.5k.
Street lighting agreed at £700.
Office, meetings and Admin agreed at £1.5k.
IT agreed at £1.2k.
Insurance agreed at £2k.
Telephone and broadband agreed at £500.
Office supplies and equipment agreed at £500.
Training agreed at £500.
Business/Property rates agreed no budget needed.
Water supply agreed at £500. Direct debit and costs need investigating.
Membership fees agreed at £600.
Allotments agreed at £600.
Banking agreed at £72 (fixed costs).
S137 payments agreed at £4k.
Other costs agreed at £500.
Chair to produce spreadsheet.

8. Items for next meeting – Budget 2023/24 only

£30k to include car park re-surfacing and costs towards the island to be held over. Money may be raised from other sources for the car park.

Decisions on money for reserves to be held over.

9. Date of next meeting

To be decided. Second week in December preferred if possible.

10. Press and Public Excluded (Admissions to Meetings (Public Bodies) Act 1960) To consider approval of costs associated with staff issues

One invoice agreed for payment with the proviso that a system was needed to cover similar instances in advance in the future.

It was stated that an Occupation Health assessment costs £375. A quote for a GP assessment is needed for comparison before a decision is made. To be added to the agenda.