

Cayton Parish Council

Minutes of Finance Committee meeting held Thursday 14th April 2021 at 1.00pm via Zoom

Present: Councillor Green (Chairman), Councillor Swiers, Councillor Kelly, Councillor Liley & Clerk Ms Armstrong.

1. **Notice of Meeting:** It was **RESOLVED** that public notice of the meeting has been given in accordance with Schedule 12, para 10(2) (b) of the Local Government Act 1972.
2. **Apologies:** None received
3. **Declaration of interests:** None received
4. **Minutes:** It was **RESOLVED** that the minutes of the meeting held 11th March 2021 were approved & to be signed when restrictions allow.
5. **To receive verbal reports from Councillor Green & Councillor Swiers:**
Councillor Green reports that there is £4671 is currently in the Gala account.
No other reports
6. **Bank Reconciliation, Receipts, Payments & Budget Figures** Bank reconciliation & budget figures were not handed out at the meeting for information or reviewed due to the appointment of a new Clerk & the fact that there is a current backlog of obtaining up to date information. However the locum Clerk Claire Boston is in the process of completing year end accounts & after that time the required paperwork can be completed, it was **RESOLVED** that Claire Boston should take on the main annual financial arrangements as RFO for the Cayton Parish Council & that the new Clerk Ms Armstrong should take care of the day to day finances.

The following items were discussed & the following was noted:-

- **Schedule of payments** - schedule was read out, agreed & **RESOLVED** to be signed by the Chairman at Full Council as restrictions allow
 - It was **RESOLVED** that no transfer is required of monies between accounts at this time
 - It was noted that the Viking Direct bill is still to be split between The Jubilee Hall (cleaning product) & The Locality Budget (Office equipment) now the final invoice has arrived
 - There is a cheque showing on the account as not cashed that was issued to the school, it is believed that this was reissued, Clerk to confirm.
7. **Clerks' remuneration arrangements & training** – Clerk reports that there was issue with her first months' pay due to no one being sure how the previous Clerk had been paid. It was **RESOLVED** that the basic wage is paid by BACS each month as this was a constant amount & that any overtime was agreed in good time to be included in each months pay. The Clerk reported that the SLCC National Conference is on the 21st & 22nd April & she was willing to attend both days, claiming the second day for time off in lieu. The cost is £40 & it was **RESOLVED** that the Clerk be allowed to do this. The ILCA qualification is nearly completed.
 8. **Projects update:** The Bell Tower & Community Land – Stephen Pickering is attending the Jubilee Hall on 16th April to quote for the Bell Tower work & it is hoped that some more of the building firms that the Clerk has contacted will return the enquiries also. As soon as a quote is accepted

the work can go ahead as it was previously brought to all committees & agreed when Infiniti were appointed.

9. **YLCA membership renewal**– The yearly renewal is £724 this year & discussion was held with regards to what this offers to Cayton Parish Council. Apart from training opportunities the main provision is that of legal advice to the Council as a body & assistance for emerging issues by way of telephone advice from their experts. In light of this review it was **RESOLVED** that membership is maintained
10. **Jubilee Hall Maintenance Requests**– Councillor Poor requested clarification on the maintenance of the floor of the Jubilee Hall & it was **RESOLVED** to take these concerns to the JHMC meeting on the 27th April 2021
11. **Locality Budget update**- Councillor Swiers reports that she has an allocation of £10,000 to cover 9 villages & that the budget starts in May with all Councillors asked to think of a project for the benefit of the village. From the last allocation some of the funds will be used to repair & repaint the Jubilee Hall wooden door to prevent it deteriorating further
12. **Internal Controls** – to be reviewed as soon as possible due to delay in latest checks, council aware that this is a priority
13. **Defibrillator Update**– Councillor Kelly is still looking for a casing for the machine but has confirmed that the machine itself is correct & she will look into the possibility of any training available for its use
14. **Computer facilities & website update** – Core Concepts have made recommendation that the computer system is updated as previously discussed & that Council considers provision of ongoing service from them at a cost of £45 per month. It was **RESOLVED** to take proposal & quote to next Full Council meeting
15. **Time & Date of Next Meeting**: Thursday 13th May 2021

Signed Chairman of Finance Committee: _____

Date: _____