

Cayton Parish Council

Minutes of Finance Committee meeting held Thursday 13th May 2021 at The Jubilee Hall, Main Street , Cayton

Present: Councillor Green (Chairman), Councillor Swiers, Councillor Kelly, Councillor Liley & Clerk - Gill 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:** Received & accepted from Councillor Bell
3. **Declaration of interests:** Councillor Swiers & Gill Armstrong, Clerk declare interest in items on schedule of payments
4. **Minutes:** It was **RESOLVED** that the minutes of the meeting held 14th April 2021 were approved & to be signed when restrictions allow.
5. **To receive verbal reports from Councillor Green & Councillor Swiers:**
Nothing to report
6. **Bank Reconciliation, Receipts, Payments & Budget Figures:** Bank reconciliation & budget figures handed out at the meeting to review along with the receipts & payments for the year end accounts. It was **RESOLVED** that these be accepted & to be recommended to Full Council on the 18th May 2021.

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

- **Schedule of payments** – May 2021 schedule was read out, agreed & **RESOLVED** to be signed by the Chairman at Full Council
- It was **RESOLVED** that no transfer is required of monies between accounts at this time

May 21 Accounts due for payment				
	Nett	VAT	Gross	
OneCom	£37.76	£7.55	£45.31	DD
Rent	£30.00		£30.00	Rent SO
Staff costs INC hmrc & NEST	£750.00		£750.00	BACS
Lyreco	£69.83	£13.97	£83.80	Chq - includes some JHMC costs
Scarborough Borough Council	£163.83		£163.83	Chq - commercial waste cemetery
YLCA	£40.00		£40.00	Chq remote conference
Wilson Garden services	£60.00		£60.00	Millenium Gardens 060421 & 200421
1st Seamer & Irton Guides	£250.00		£250.00	Grant application
Community First Yorks	£42.00		£42.00	BACS
Sbc Grass cutting	£690.45		£690.45	purchase order
Jonathan Dyer	£108.00		£108.00	chq upkeep of beds George Wilson
Total			£2,263.39	
Transfer				

7. **To review the Financial Regulations** – An up to date document has been put together in line with the models available. The Finance Committee have **CONSIDERED** this document & it was **RESOLVED** to recommend to Full Council on the 18th May 2021
8. **To review the Financial Risk Assessment** - The up to date document was reviewed & there are no changes to the Risk Assessment other than the removal of a Petty Cash provision. It was **RESOLVED** that this be accepted & to recommend to Full Council on the 18th May 2021
9. **To review items for audit on the 18th May 2021**–
 - A). Year End Accounts were presented & agreed against the budget. It was **RESOLVED** that these be recommended to Full Council on the 18th May 2021
 - B) Annual Governance Statement – Part 1- to carry out a review of the effectiveness of the system of internal control & Part 2 – To answer all the questions on the Governance Statement – both points **Agreed in principal** & it was **RESOLVED** to be recommended to Full Council on the 18th May 2021.
 - C) Accounting statement – The accounting statement was presented & it was **RESOLVED** to accept the statement & recommend to Full Council on the 18th May 2021
 - D) Fraud & Corruption Policy – This is a new policy to the Parish Council & copies were handed out to the members but they had not had sight of them previously. This policy was **CONSIDERED** & recommended to Full Council on the 18th May 2021.
 - E) Standing Orders – No updates required **RESOLVED** to take to Full Council for further review 18th May 2021
10. **Bonfire & Firework Event** – Councillor Liley has had quotes from the Firework Provider that are £2300 for traditional fireworks up to £3000 for Noise reduced Fireworks. Added to this there is an increase in cost for the provision of First Aid & it is likely that there will be a substantial increase in other services also. Councillor Green also raised a concern about car parking for the event & Councillor Swiers about the amount of people that may come (the last event totalled nearly 3000 people) & the safety of that both with regards to the current situation & also staffing the event. Councillor Kelly sited concerns that as many families are currently struggling with loss of income & jobs due to the pandemic it may be seen as remiss to be spending that amount of public money of one short event. Councillor Kelly proposed to put a decision on hold & to take this to Full Council, this was seconded by Councillor Liley & all in attendance agreed. **RESOLVED** to discuss at Full Council on 18th May 2021
11. **Councillor Training**- Councillor Petts is undertaking some training on the 18th May 2021
12. **Projects update** – The Bell Tower – 2 companies have attended to the Hall to quote, one has tendered a quote of £8900.00 & the other has requested that a further Engineers report is carried out as he is concerned that the payload will be too much for the current structure to hold & therefore further damage could take place. It was **RESOLVED** that the Clerk will make contact with the previous Engineer to get a quote to return for a new report.
The Community Land – No update other than it may be going to the June Planning meeting with Scarborough Borough Council.
13. **Village Maintenance Requests**– Councillor Poor requests a new shovel & some weed killer. It was **RESOLVED** to obtain these & check on requirements for weed killer licence.
14. **Locality Budget update**- Councillor Swiers reported previously 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. She has been told that there is very urgent work requires completing at Cayton Bay near The White House & that £3000 of the Budget money should go to that, however Councillor Swiers is disputing this & is in current discussion with Scarborough Borough Council about the matter.

15. Internal Controls – Councillor Kelly & Councillor Liley are due to complete this after the Finance meeting. It was **RESOLVED** that all Councillors should complete this in turn & that dates should be arranged at Full Council.

16. Time & Date of Next Meeting: Wednesday 9th June at 10.30am

Signed Chairman of Finance Committee: _____

Date: _____

DRAFT