

Cayton Parish Council

Minutes of Finance Committee meeting held Thursday 15th July 2021 at The Jubilee Hall, Main Street, Cayton

Present: Councillor Kelly (Chairman), Councillor Swiers, Councillor Liley, Councillor Southward & Clerk -Gill Armstrong plus Locum clerk Claire Boston

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
3. **Declaration of interests:** None
4. **Minutes:** It was **RESOLVED** that the minutes of the meeting held 10th June 2021 were approved and no updates given.
5. **To receive verbal reports from Councillors attending if required:**
Nothing to report
6. **Bank Reconciliation, Receipts, Payments & Budget Figures:** It was **RESOLVED** that these be accepted & to be recommended to Full Council on the 20th July 2021

July 21 Accounts due for payment				
	Nett	VAT	Gross	
OneCom	£35.95		£47.35	DD
Rent	£30.00		£30.00	Rent SO
Staff costs INC hmrc & NEST	£804.44		£804.44	net wage paid via BACS, tax and NEST paid via d/d
Walker & Co	£30.00	£6.00	£36.00	BACS
Core Concept	£84.98		£84.98	BACS - New Workstation
Core Concept	£184.99		£184.99	BACS - 3 month support plan plus portable drive
Wilson Garden services	£90.00		£90.00	BACS - 010621,150621 and 290621
Simon Green	£524.16	£104.83	£628.99	BACS-purchase of new computer and printer for cpc
Jonathan Dyer	£96.00		£96.00	Chq - George Wilson Beds
Sign Sational	£52.50		£52.50	BACS - Keep Scarborough tidy equipment donation
Total			£2,055.25	
Transfer			nil	
Signed				
Dated				

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

Finance 15.07.2021

- **Schedule of payments** – July 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
 - Councillors asked if there was an agreement in place between the CPC and D. Wilson with regards to the Millennium Gardens – it was **RESOLVED** that the Clerk would find out for the next finance meeting
- 7. Bank Accounts** – Claire , Locum Clerk reported that she had checked with an accountant with regards to the CPC having 3 separate bank accounts and that it was an inefficient system with the way forward to be the closure of one Barclays account whilst keeping the NS& I account for any surplus should it be required. It was **RESOLVED** that this is taken to Full Council on 20th July. Councillor Kelly agreed that it would be easier for the audit to have just 2 accounts and thanked Claire for bringing this to Council attention. Councillor Swiers asked how we move anything over from the two accounts and it was **RESOLVED** that the Clerk can arrange this.
- 8. Play Equipment Assessment update** – SBC already have this on their schedule to do Oct / Nov
- 9. Community Land** – We have until March 2023 to finish the transfer process which has already started. Councillor Swiers is now looking at sponsorship and donation from Companies and individuals whilst the Clerk is looking at other funding streams such as the National Lottery and FCC. Once there is a date for transfer a working group will be formed but prior to that CPC wish to hold a Public meeting to engage residents. Councillor Swiers would like a face to face meeting with Barrett’s in a months’ time and it was **RESOLVED** that the agreement to accept transfer of the land at West Garth over to Cayton Parish Council was agreed by the Finance Committee and that it should be presented in a motion to Full Council on 20th July
- 10. Open Land on Main Street** – The Clerk has spoken with SBC with regards to the possible purchase of the land on Main Street that has recently been withdrawn from affordable housing and they have asked for suggestions on what the Council or residents would like to see the land used for. The land could have a nominal value if it cannot be built on, this would need clarifying but also CPC would look at a covenant to prevent further building on that piece of land in the future
- 11. Projects update – Bell Tower** - Engineer has attended and he does not agree that the original bell should be returned as the eave of the building has clearly moved and would not be able to support the weight. It was **RESOLVED** that the report be sent to the two companies who recently came to look at the work required and await quotes.
- Jubilee Hall Door** – One quote has been received from D.Wilson and it was **RESOLVED** that a further quote be requested from a second firm
- Defibrillator** – As Council is aware we have recently purchased a defib however a resident has come forward to offer to buy one in memory of her husband and she would wish for it to be placed at The Post Office. Councillor Swiers has approached the Post Office and they would be willing to have it placed on their building and use the minimal electricity required. The one already purchased was suggested to be placed at Cayton Bay and it was **RESOLVED** that the Clerk make enquiries if ParkDean have one in place already and also to take this decision to full council
- 12. Locality Budget updates** – nothing to report, ideas required as to what is needed in the village
- 13. Financial Risk Assessment Training** – It was **RESOLVED** that the Clerk book onto the training on the 22nd July £27.50
- 14. I.T and office update** – All equipment now installed and working , Clerk requires a new copy of Arnold Baker Local Council Admin but it is approx. £150 as it has to be printed to order . The current 10th edition is out of date and is now on the 12th edition. It was **RESOLVED** that this be purchased as is a requirement of the Clerks role and up to date advice to Council.

16. Finance Meetings as public meetings – Councillor Kelly reported that Claire the locum Clerk had questioned whether ALL CPC meetings were held in public with agendas and minutes on public display as they come under the *LGA public bodies to meetings act* with obvious exclusions with regards to staffing meetings etc. It was **RESOLVED** that going forward the Clerk will make sure that agendas and minutes are readily available on the website and also that Planning meetings be held in the evening to allow residents who work to attend if they wish. Obviously any resident could request minutes at any time and this has been an oversight to put the agenda of finance meetings etc onto the website. Clerk to remind all Councillors at Full Council on 20th of this fact.

17. Accessibility – The Clerk reports that some councillors are struggling to hear at meetings, especially if more than one person speaks and that consideration should be given to a loop induction that will benefit both the Council and public attending. It was **RESOLVED** that the Clerk research the cost as a first action and take this information to Full Council

18. Time & Date of Next Meeting: Wednesday 12th August 2021 at 11.00am

Signed Chairman of Finance Committee: _____

Date: _____

DRAFT