Cayton Parish Council

Minutes of Finance Committee meeting held Thursday 12th August 2021 at The Jubilee Hall, Main Street, Cayton

Present: Councillor Caygill (Chairman), Councillor Swiers, Councillor Liley, Councillor Southward, Councillor Grundy & 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: None
- 3. Declaration of interests: The Clerk declared an item on the payment schedule
- **4. Minutes**: It was **RESOLVED** that the minutes of the meeting held 15th July 2021 were approved and to be noted that Councillor Jennifer Kelly has got married since the last meeting and will be known as Councillor Jennifer Caygill.
- 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 17th August 2021

August 21 Accounts due for	payment			
	Nett	VAT	Gross	
OneCom	£35.95	£11.40	£47.35	DD
Rent	£30.00		£30.00	Rent SO
Staff costs INC hmrc & NEST	£743.80		£743.80	net wage paid via BACS, tax and NEST paid via d/d
Claire Boston	£342.00		£342.00	BACS
Community First Yorkshire	£8.34	£1.66	£10.00	BACS - Training
SLCC	£123.00	£0.80	£123.80	BACS – Legislation Book
Jon Carver	£125.00	£25.00	£150.00	BACS – Boiler service
Core Concept	£165.00		£165.00	BACS-purchase of new computer and printer for cpc
Cumbria Clock Company Ltd	£185.00	£37.00	£222.00	BACS – Church Clock service
Wilson Garden services	£60.00		£60.00	BACS – Grass cutting
Gill Armstrong	£4.16	£0.16	£4.99	BACS – Purchase of batteries
Jonathan Dyer	£96.99		£96.99	BACS – Bench maintenance
Viking	£44.39		£44.39	BACS – office supplies
YLCA			£22.50	BACS – Risk assessment webinar
Alan Wood & partners	£450.00	£90.00	£540.00	BACS Jubilee Hall inspection report

Total £2,436.13 £166.02 £2,602.82

Transfer nil

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

- Schedule of payments July 2021 schedule was also read out again as there was an error on the previous schedule and instead of Staff costs reading £804.44 due to an update on the SAGE site it should have read £848.37 this was agreed & RESOLVED to be signed by the Chairman.
- The August 2021 schedule of payments was agreed and it was **RESOLVED** that it should be signed by the Chairman
- It was RESOLVED that no transfer is required of monies between accounts at this time
- **7. Terms of Reference** The Clerk has written a revised document to update the Finance Committee terms of reference and this will be reviewed by Councillors for adoption at Full Council.
- **8. Cemetery** It was **RESOLVED** that the Clerk make enquiries as to the cost of further investigation of any vacant plots in the cemetery. To be further discussed at subsequent meetings.
- **9. Projects update Bell Tower –** no quotes received yet; Pickerings cannot do any work until after Christmas, awaiting reply from planning to the engineers report.
 - **Jubilee Hall Door** Councillors Grundy & Petts have offered to sand and paint the door and it was **RESOLVED** to accept this offer
 - **Defibrillator** –It was **RESOLVED** that the Clerk make enquiries if The Surf School have one in place already.
- 10. Locality Budget updates nothing to report, ideas required as to what is needed in the village
- **11. Training** It was **RESOLVED** that the Clerk can book necessary training for any new Councillors up to £100.
- **12. Welcome Back Funding** Various notice boards were shown to Council and discussed, it was **RESOLVED** that a small selection to be taken to Full Council to agree purchase
- **13.** Accessibility It has been suggested by a service user group that a handle could be fitted to the right of the Jubilee Hall door and also by a Councillor that a hearing loop could be used in the meeting room it was **RESOLVED** that the Clerk obtain the cost of both of these items with a view to obtaining funding.
- **14. Door intercom** Details of a phone entry system against a RiNG entry system were discussed, the latter being much cheaper and does what is required. It was RESOLVED that the Clerk may purchase a RiNG system once the range is researched.
- **15.** Jackson Close Play Area It was **RESOLVED** that Councillor Poor with Councillor Green would visit the play area to see how much gravel is required to fill the gaps around the black flooring as an urgent requirement.
- 16. Time & Date of Next Meeting: Tuesday 21st September 2021 at 11.00am

Signed Chairman of Finance Committee:	 Date: