

Cayton Parish Council

Minutes of Finance Committee meeting held Tuesday 21st September 2021, 11am at The Jubilee Hall, Main Street, Cayton

Present: Councillor Caygill (Chairman), Councillor Swiers, Councillor Liley, 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 received, Councillor Southward not present
3. **Declaration of interests:** Cllr Grundy declared two items on the payment schedule
4. **Minutes:** Discrepancy was noted in the description of items , resolved by the Clerk and reprinted It was **RESOLVED** that the minutes of the meeting held 12th August 2021 were approved and signed at Full Council.
5. **To receive verbal reports from Councillors attending if required:** Cllr Swiers reminded the meeting that the receipts must be collated for the items bought out of Cllr Green's locality budget.
6. **Bank Reconciliation, Receipts, Payments & Budget Figures:** It was **RESOLVED** that these be accepted & to be recommended to Full Council on the 21st September 2021

Sept 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	721.92		£721.92	net wage paid via BACS, tax and NEST paid via d/d
External Audit	£300.00	£60.00	£360.00	BACS
Simeon Grundy	£23.33	£4.65	£27.98	BACS for paint jubilee hall door
Simeon Grundy	£19.99	£3.99	£23.98	BACS for paint for bollards
Image Creation	145.00		£145.00	Annual web hosting BACS
Lyreco	£138.23	£17.60	£155.83	Telephone, stamps and paint
Wilson Garden services	60.00		£60.00	10th & 24th August Grass cutting
British Heart Foundation	£975.00	£195.00	£1,170.00	Defibrillator
Jonathan Dyer	96.00		£96.00	July to August Wilson beds
Total	£1,522.50	£292.64	£2,838.06	

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

- The September 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. **Budget** – At present the budget is on track and agreed at this time. It was **RESOLVED** that Locum Clerk Claire Boston be asked to assist the Clerk with the budget where necessary , proposed by Cllr Liley and seconded by Cllr Grundy.
8. **Projects update – Bell Tower** – Infinity have requested that the stonework be removed as they are moving yard and the Clerk informed Cllr Green on 31st August , he offered to arrange this.
Jubilee Hall Door – The work is much more involved than first thought, it was **RESOLVED** that David Wilson be asked to complete it for the quote he tendered previously of
Defibrillator – A request for payment has been received but it is thought that it had already been paid for, it was **RESOLVED** that the Clerk speak with Cllr Green
9. **I.T package** – It was **RESOLVED** that there be a continuation of the current I.T package from Core Concepts
10. **Time & Date of Next Meeting:** Friday 8th October 2021 at 10.30am

Signed Chairman of Finance Committee: _____

Date: _____