

Cayton Parish Council

Minutes of Finance Committee meeting held Friday 8th October 2021, 10.30am at The Jubilee Hall, Main Street, Cayton

Present: Councillor Caygill (Chairman), Councillor Swiers, 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:** Apologies received and accepted from Councillor Grundy, Councillor Southward not present
3. **Declaration of interests:** None
4. **Minutes:** It was **RESOLVED** that the minutes of the meeting held 21st September 2021 were approved and signed at Full Council.
5. **To receive verbal reports from Councillors attending if required:** Cllr Caygill reports that the Clerks appraisal has been completed with no issues reported. There may be a continuing need for overtime as required which is accepted and also any further assistance from the locum clerk. All objectives are being met and Gill's hourly rate has been raised in line with pay point 3 of the NALC requirements, it was **RESOLVED** to accept these changes. Proposed by Cllr Liley and seconded by Cllr Swiers. It was also **RESOLVED** that Gill take Toil where needed instead of paid overtime as required by her.
Cllr Liley reported that it appears there has been two boiler policies and requested that the CPC take over the British Gas one from the JHMC – It was **RESOLVED** that she make contact with British Gas to end this at the contract cut off date and the Clerk will research the best option to renew.
6. **Bank Reconciliation, Receipts, Payments & Budget Figures:** It was **RESOLVED** that these be accepted & to be recommended to Full Council on the 19th October 2021. Noted that this is a partial month due to the Clerks annual leave so some payments to providers will be included on the November payment schedule if they come in later.

Oct 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	£924.56		£924.56	net wage paid via BACS, tax and NEST paid via d/d
YLCA	£30.00		£30.00	BACS - budgeting training
Core Concept	£135.00		£135.00	BACS - 3 month back up plan
Viking	£36.84	£10.20	£47.04	BACS-Stationary
Wilson Garden services	£60.00		£60.00	BACS - September grass cuts
Viking	£1.99	£0.40	£2.39	back order folder
Total	£1,254.34	£21.60	£1,276.34	
Transfer			nil	

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

- The October 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
- It was **RESOLVED** to accept the Clerks overtime of 14 hours from 21st Sept to 8th October (includes extra work for Cayton News)

7. Projects update – Bell Tower – Stephen Gandolfi requires further reports and Cllr Swiers is dealing with this with regards to how we can move forward without more cost of reports. Further discussion is needed with regards to applying for funding and a possibility of a group to take this forward.

Jubilee Hall Door – Awaiting Dave Wilson to start the work

8. Time & Date of Next Meeting: Thursday 4th November 2021 at 11 am

Signed Chairman of Finance Committee: _____

Date: _____