

# ALLITHWAITE AND CARTMEL PARISH COUNCIL

## MINUTES OF ALLITHWAITE AND CARTMEL PARISH COUNCIL FINANCE COMMITTEE MEETING HELD AT ALLITHWAITE COMMUNITY CENTRE ON THURSDAY 12<sup>th</sup> OCTOBER 2023 at 4.40 pm.

**Present:** Cllrs Donally (Chair); Dean, Pendlebury and Sim. The Parish Clerk Christine Downey. .

- F1 To **Appoint a Chairman** of the Finance Committee for 2023/2024.  
**RESOLVED: To carry forward to next agenda.**  
**RESOLVED: That Cllr Donally will Chair today's Finance Committee meeting.**
- F2 **Apologies:** To note apologies for absence given in advance of the meeting.  
**Cllrs Lamb and Lewis.**
- F3 **Declaration of interest:** To note declarations of interest not already declared under members Code of Conduct or members register of Discretionary Pecuniary Interests  
**None. .**
- F4 **To receive comments & Concerns:** To hear matters raised by members of the public or Cllrs with an interest (that are allowed to speak) either on agenda items or for future consideration.  
(NB: for non-agenda items Members of the Council are not permitted to respond, except to ask questions for the purpose of clarification)  
**None.**
- F5 To confirm the **Minutes** of the Finance and Governance Working Group meeting on 13<sup>th</sup> December 2022. (Paper F2023/1)  
**RESOLVED: That the minutes of the meeting of 13<sup>th</sup> December 2022 are agreed and signed.**
- F6 To conduct the **Quarterly Internal Control checks** for the six months to 30<sup>th</sup> September 2023:-
- 6.1 Payments and Receipts. (Papers F2023/2 and 3)  
**RESOLVED: That the sample of payments and receipts checked were correct.**
- 6.2 Bank Reconciliation. (Paper F2023/4)  
The bank reconciliation was checked against the receipts and payments lists and the bank statements.  
**RESOLVED: That the accounts reconcile with the September statements.**
- 6.3 VAT return. (Paper F2023/5)  
**RESOLVED: That the VAT repayment claim for the six months to September 2023 is correct and be submitted by the clerk.**
- 6.4 Performance against budget. (Paper F2023/6)  
**RESOLVED: Performance against budget was reviewed and approved.**
- 6.5 To complete the Parish Council Internal Control checklist. (Paper F2023/7)  
**RESOLVED: Completed and signed by Cllrs Donally and Sim.**

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F7

To review the position regarding the **2023/24 special projects.**

**Reviewed.**

- It was noted that there is £2,000.00 in this year's budget for "resilience fund", which is for any unexpected serious problems in the community. This is likely to be available at the year end on 31/03/23 to become "earmarked" in future years for the same purpose.
- It was noted that there is likely to be a balance of £2,325.00 at the year end in respect of Storage Options. As the cost of storage options will now be an ongoing annual expense, the cost must be precepted for in future years. Any balance in the current years budget at the year end on 31/03/2023 will therefore be transferred to the general (unallocated) fund.
- It was noted that there is a balance of £5,000.00 in this year's budget for Speed Indicator Device. Cllr Johnson is looking into this project and is expected to report on it to full council in November.
- It was noted that there is £1,000.00 in this year's budget for "Kings Coronation". If this remains unspent at 31/03/23 this amount will also be transferred to the general (unallocated) fund.

F8

To review the position of **allocated and unallocated reserves.** (Paper F2023/8)

**Reviewed.**

- It was noted that there is a total of £10,000.00 allocated for cemetery expansion, in due course.
- It was noted that there is a balance of £31,707.87 allocated to the Riverside Toilets project. This can be reviewed after a response to the request for the surrender of the lease has been received and a way forward for the toilets can be considered.
- It was noted that there is a balance of £21,103.96 allocated to the Parish Cottage. This is likely to be transferred to the general (unallocated) reserves as soon as the cottage is sold.
- There is a balance of £11,330.00 allocated to the Quarry Management Plan. The fence quote is £13,500 and it is hoped to obtain the grant of £6,000 from Grantscape. (Which would leave a balance of £3,830.00)
- There is a balance of £1,500.00 allocated for River Embankment Work. Cllr Dean will follow up on earlier plans for river embankment work and will report back in due course.

**RESOLVED:** Recommendations to the full council regarding which earmarked (allocated) reserves can be safely transferred to the general (unallocated) reserves before the financial year end on 31/03/2023, to be discussed and agreed at the next Finance Committee meeting.

Cllr Pendlebury left the meeting at 5.00 pm.

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F9 To review the purpose of the “**reserve account**” and the “**community account**” and to authorise transfers between them, as deemed prudent.

As at 30/09/23	Bank statement balance	Add Outstanding receipts	Less Outstanding payments	Balance as per cash book
Community Account	135,922.33	0.00	4,136.80	131,785.53
Reserve Account	25,309.78	0.00	0.00	25,309.78
<b>Total</b>	<b>161,232.11</b>	<b>0.00</b>	<b>4,136.80</b>	<b>157,095.31</b>

**RESOLVED: Clerk to review the reserves policy and provide an updated policy for consideration.**

**RESOLVED: Not to transfer funds between the community bank account and the reserve bank account at this time.**

**RESOLVED: To consider if a transfer between bank accounts is necessary, after both bank accounts have been transferred to the Unity Trust Bank.**

F10 To review the **draft expenses policy** and make recommendations to full council. (Paper F2023/9)

**RESOLVED: Clerk to amend the draft policy to agree with the arrangements for expense payments to the clerk as detailed in the clerks’ contract of employment.**

**RESOLVED: That the requirement for authority to be obtained in advance for the purchase of items for council use in excess of £10, is amended to be in excess of £50.**

**RESOLVED: Subject to the above amendments that the draft expenses policy is presented to full council for consideration.**

**RESOLVED: Clerk to provide the Parish Council Expenses Claim Form.**

F11 **Minor items** for information only, and items for **next agenda**.

Next Agenda:-

- To appoint a Chairman of the Finance Committee for 2023/2024.
- Recommendations to the full council regarding which earmarked (allocated) reserves can be safely transferred to the general (unallocated) reserves before the financial year end on 31/03/2023, to be discussed and agreed.
- To consider if a transfer between bank accounts is necessary, after both bank accounts have been transferred to the Unity Trust Bank.

F12 Date of next Finance Committee meeting.

**Provisionally Thursday 04/01/24** – because full council meeting likely to be on Thursday 11/01/2024.

As there was no further business the meeting closed at 5.20 pm .