

ALLITHWAITE AND CARTMEL PARISH COUNCIL

MINUTES OF ALLITHWAITE AND CARTMEL PARISH COUNCIL FINANCE COMMITTEE MEETING HELD AT ALLITHWAITE COMMUNITY CENTRE ON THURSDAY 4th JANUARY 2024 at 3.00 pm.

Present: Cllrs Donally (Chair), Barrett, Dean, Johnson and Lamb. The Clerk Christine Downey.

- F13 To **Appoint a Chairman** of the Finance Committee for 2023/2024.
RESOLVED: Cllr Donally appointed as chairman of the Finance Committee for 2023/2024.
- F14 **Apologies:** To note apologies for absence given in advance of the meeting.
Apologies received from Cllrs Sim and Boak.
- F15 **Declaration of interest:** To note declarations of interest not already declared under members Code of Conduct or members register of Discretionary Pecuniary Interests
None.
- F16 **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.
None.
- F17 To confirm the **Minutes** of the Finance Committee Meeting on 12th October 2023. (Paper F2024/01)
RESOLVED: That the minutes of the meeting of 12th October 2023 are agreed and signed.
- F18 To consider the following Planning Applications:-
- 18.1 2023/1052/FPA: Barnet Cark Road, Cartmel, Grange-over-Sands, LA11 7SF.
Proposal: Demolition of existing bungalow and replacement, two storey dwelling.
RESOLVED: That the council object to the application. Cllr Lamb will submit the council's objection and Cllr Johnson will provide him with details of the grounds for the objection..
- 18.2 2023/1136/FPA: The Pastures Log Cabin Park, Templands Lane, Allithwaite, Grange-over-Sands, LA11 7QY.
Proposal: Siting 4 holiday lodges, extension of access drive to car hardstanding and foul water connection.
RESOLVED: That the council objection to the application on the grounds of the height in relation to the skyline. Cllr Lamb will submit the council's objection.
- 18.3 2023/1160/FPA: 15 Greendales, Allithwaite, Grange-over-Sands, LA11 7RU.
Proposal: Single storey rear extension and garage conversion forming gym, workshop / hobby room and bathroom.
RESOLVED: That Cllr Lamb will submit the council's comments on this application.

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- F19 To conduct the **Quarterly Internal Control checks** for the three months to 31st December 2023:-
- 19.1 Payments and Receipts. (Papers F2024/02 and 03)
RESOLVED: That the sample of payments and receipts checked were correct.
- 19.2 Bank Reconciliation. (Papers F2024/04, 05 and 06)
The bank reconciliation was checked against the receipts and payments lists and the bank statements.
RESOLVED: That the accounts reconcile with the December statements.
- 19.3 VAT return. (Paper F2024/07)
RESOLVED: That the VAT repayment claim for the three months to December 2023 is correct and can be submitted by the clerk.
- 19.4 Performance against budget. (Paper F2024/08)
RESOLVED: Performance against budget was reviewed and approved.
- 19.5 To complete the Parish Council Internal Control checklist. (Paper F2024/09)
RESOLVED: Completed and signed by Cllrs Barrett and Donally.
- F20 To review the position regarding the **2023/24 Special Projects** and agree any actions to be taken.
RESOLVED: That Cllr Johnson will look into expenditure on a generator and report to council asap.
- F21 **Reserves:-**
- 21.1 Review the position of **Allocated and Unallocated Reserves.** (paper F2024/10)
- 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 £20,703.96 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 likely to be a balance of £3,830.00 allocated to the Quarry Management Plan at the year end, which will be available to carry forward as earmarked reserves for the quarry in future years.
- 21.2 Agree **recommendations to be made to 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, if any.
RESOLVED: Not to make any recommendations to full council regarding the transfer of earmarked reserves to the general reserves at this time.

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To consider a transfer to or from the savings account and to agree a way forward:-

As at 28/12/2023	Bank statement balance	Add Outstanding receipts	Less Outstanding payments	Balance as per cash book
Community Account	124,789.39	6,000.00	2,844.74	127,944.65
Reserve Account	25,397.91	0.00	0.00	25,397.91
Unity Trust Account	500.00	0.30	0.00	500.30
Total	150,687.30	6,000.30	2,844.74	153,842.86

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.

F23

To review the draft **Cemetery Charges** for 2024 and agree a way forward. (Papers F2024/11 and 12)

RESOLVED: That the Cemetery Charges for 2024 are approved.

F24

To review the draft **Allotment Charges** for 2024 and agree a way forward. (Paper F2024/13)

RESOLVED: That the Allotment Charges for 2024 are approved at the same rate as in 2023.

F25

To review the **2024/25 draft budget** and agree a version for proposal to full council. (Papers F2024/14 to 19)

RESOLVED: that the following amendments are made to the draft budget:-

Item	Amount in first draft	Amount to be amended to	Difference
EXPENDITURE			
Clerks Miscellaneous exps	100.00	0.00	-100.00
Room Hire	370.00	500.00	130.00
Newsletter	3,700.00	4,000.00	300.00
Insurance	1,100.00	1,500.00	400.00
Subscriptions	15,15.00	17,50.00	235.00
Water at Cartmel toilets	200.00	250.00	50.00
Electricity at Cartmel toilets	500.00	550.00	50.00
Noticeboards	250.00	500.00	250.00
Neighbourhood Plan	0.00	1,000.00	1,000.00
INCOME			
CIL (Community Infrastructure Levy)	902.76	0.00	-902.76

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

Cllr Donally gave her apologies for the 8th of February 2024 full council meeting.

F27

Date of next Finance Committee meeting.

11th April 2024 at Cartmel Village Hall, after the full council meeting on that date.

As there was no further business the meeting closed at 5.00 pm.