

## EPWORTH TOWN COUNCIL

### Minutes of a Meeting of the Finance Committee held on Monday, 21<sup>st</sup> November 2022, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth

- 01/11/22**      **Record of Members Present**  
The following councillors were present: Councillors Finch (Chairwoman) and J Whittaker, and also Councillor R Whittaker who was substituting for Councillor Stewart.
- 02/11/22**      **Apologies for Absence**  
There were apologies from Councillor Stewart - ill.
- 03/11/22**      **Declaration of Interest & Dispensations**  
(i) No declarations of interest were made.  
(ii) No dispensations had been granted.
- 04/11/22**      **Clerk's Report**  
**Minute 06/10/22 Financial Accounts (i) Financial Report & Bank Reconciliation Statement for July 2022** - Full Council had agreed with the recommendation made by the Finance Committee and approved the Financial Report & Bank Reconciliation Statement for July 2022.  
**Minute 06/10/22 Financial Accounts (ii) Financial Report & Bank Reconciliation Statement for August 2022** - Full Council had agreed with the recommendation made by the Finance Committee and approved the Financial Report & Bank Reconciliation Statement for August 2022.  
**Minute 06/10/22 Financial Accounts (iii) Financial Report & Bank Reconciliation Statement for September 2022** - Full Council had agreed with the recommendation made by the Finance Committee and approved the Financial Report & Bank Reconciliation Statement for September 2022.  
**Minute 07/10/22 Budget Report** - Full Council had agreed with the recommendation made by the Finance Committee and approved the Budget Report for April to September 2022.  
  
Proposed by Councillor J Whittaker and seconded by Councillor R Whittaker  
**- It was resolved that the Clerk's Report be noted.**
- 05/11/22**      **Audit Checks**  
Audit checks had last been carried out at a meeting of the Finance Committee held on Monday, 17<sup>th</sup> October 2022, and it was felt that there was no need to carry out anymore at the moment. Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that audit checks be deferred until the next meeting of the Finance Committee.**
- 06/11/22**      **Council Charges for 2023 / 2024**  
**(i) Cemetery Charges**  
The Clerk informed the Committee that the Combined Cemetery & Environment Committee had made recommendations for the Finance Committee to consider and provided each member of the Committee with a copy of them.

It was queried if the Register Search Fee was adequate to cover the cost of the Clerk doing this, therefore it was suggested it should be increased to £30.

Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the Finance Committee should recommend the following Charges for 2023 / 2024 to Full Council:-**

<u>Cemetery</u>	<u>Current</u>	<u>2023/24</u>		<u>Current</u>	<u>2023/24</u>
Purchase of Exclusive Right - Ashes	£216	£243	but if from outside Parish	£432	£486
Purchase of Exclusive Right - Body	£323	£363	but if from outside Parish	£646	£726
Purchase of Exclusive Right - Child U18	£81	£91	but if from outside Parish	£162	£182
Burial of Body	£108	£121	but if from outside Parish	£216	£242
Interment of Ashes	£81	£91	but if from outside Parish	£162	£182
Erection of Memorial	£54	£61	but if from outside Parish	£108	£122
Additional Inscription	£27	£30	but if from outside Parish	£54	£60
Chapel of Rest	Free	Free	but if from outside Parish	£54 per day	£61 per day
Register Search Fee - Per Hour	£20	£30			

#### **(ii) Hanging Baskets**

The Clerk informed the Committee that the Combined Cemetery & Environment Committee had made a recommendation to the Finance Committee that the cost of a hanging basket should be increased from £25 to £30 for 2023.

Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the Finance Committee should make a recommendation to Full Council that the cost of a Hanging Basket for 2023 should be £30.**

07/11/22

#### **Wages & Salaries for 2023 / 2024**

The Clerk informed the Committee that the Personnel Committee had made a recommendation for the Finance Committee to consider and provided each member of the Committee with a copy of it.

	<u>Current</u>	<u>2022/2023</u>
Town Clerk & RFO	SCP 28	£17.05
Groundsperson	SCP 4	£10.01
Cleaner	SCP 4	£10.01

Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the Finance Committee should make a recommendation to Full Council that the wages for the Town Clerk & RFO, Groundsperson and the Cleaner be continued to be paid in accordance with the NJC Pay Scale for 2023 / 2024.**

**08/11/22 Parish Precept for 2023 / 2024**

The Clerk provided councillors with detailed information to enable them to consider a precept figure for the forthcoming financial year, and also informed councillors that North Lincolnshire Council would offer a grant again this year.

The precept figures recommended by the Finance Committee to Full Council were as follows:-

**RECOMMENDED PRECEPT FOR 2023 / 24**

		<b><u>2023 / 2024</u></b>
<b><u>RECEIPTS</u></b>		
<b>Cemetery</b>		2,200
<b>Hanging Baskets</b>	Hanging Basket Income	2,250
<b>Wayleave</b>	Wayleave Payment	10
<b>Interest</b>	Bank Interest	10
		4,470

**PAYMENTS**

<b>Wages / Salaries</b>	Wages / Tax / NI	44,300
<b>Administration</b>	Insurance	2,610
	HR Support	2,000
	Computer Systems & Back-Up	1,880
	Subs / Memberships / Fees	1,700
	Training Costs	1,500
	Audit	890
	H & S Support	1,000
	Room Hire	350
	Advertising & Public Notices	300
	Payroll Charges	290
	Printing & Photocopying	125
	Postage	50
	Bank Charges	100
	Travelling Expenses	265
	Stationery	160
	Election Costs	3,000
	Website Provision	2,000
<b>Cemetery / Lodge / Chapel of Rest</b>	Repairs & Maintenance	3,500
	Electricity	3,365
	Telephone & Broadband	520
	Business Rates	800
	Water & Sewerage	285
	PAT Testing	150
	Extinguisher Servicing	35
	Cleaning Materials	195
	Tree Work	3,500
	Grass & Hedge Cutting	1,240

	Memorials Safety	2,350
	Waste Collection	660
	Pest Control	300
	Topsoil	500
	Machine Maintenance	200
	Fuel for Mower	200
	Grave Markers	30
	Weedkilling	600
	Parking	5,000
<b>Closed Churchyard</b>	Churchyard Maintenance	1,000
	Grass Cutting	960
<b>QE2 Play Park</b>	Equipment Maintenance & Monitoring	3,000
	Grass Cutting & Hedge Cutting	1,300
	Safety Inspections	200
<b>Epworth in Bloom</b>	Hanging Baskets / Planters	3,500
	Water Bowser Maintenance	100
	Best Kept Village Competition	
<b>Assets</b>	Equipment	1,000
	Street Furniture	1,000
<b>Donations / Grants</b>	S137 Grants	2,500
	Other Grants	2,500
<b>Civic</b>	King's Coronation	1,000
	Epworth Show	60
	Turbary Road Maintenance	1,000
		<u>105,070</u>

**PRECEPT CALCULATIONS**

		<u>2023 / 24</u>
Opening Bank Balance		53,225
<u>Add</u>	Receipts	4,470
<u>Less</u>	Payments	<u>105,070</u>
		-47,375
General Reserve		-30,000
		<u>77,375</u>
<u>Less</u>	Grant	1,699
Precept		<u>75,676</u>

Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the Finance Committee make a recommendation to Full Council that it should set a precept of £75,676 and also accept a grant of £1,699 from North Lincolnshire Council for the financial year 2023 / 2024 - subject to any amendments.**

**09/11/22**

**Date, Time & Place of Next Meeting**

The next meeting of the Finance Committee is due to be held on Monday, 23<sup>rd</sup> January 2022, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. Proposed by Councillor Finch and seconded by Councillor J Whittaker - **It was resolved that the information be noted.**

**10/11/22**

**Closure of Meeting**

The Chairwoman declared the meeting closed at 9.30 pm.