

EPWORTH TOWN COUNCIL

Minutes of a Meeting of the Finance Committee held on Tuesday, 28th November 2023, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth

- 01/11/23** **Record of Members Present**
The following councillors were present: Councillors J Whittaker, Holt and Wilson. Proposed by Councillor Holt and seconded by Councillor Wilson - **It was resolved that in the absence of the Chairwoman Councillor J Whittaker should chair the meeting.**
- 02/11/23** **Apologies for Absence**
There were apologies from Councillor Finch & Stewart - ill.
- 03/11/23** **Declaration of Interest & Dispensations**
(i) No declarations of interest were made.
(ii) No dispensations had been granted.
- 04/11/23** **Clerk's Report**
Minute 06/10/23 Financial Accounts (i) Financial Report & Bank Reconciliation Statement for July 2023 - Full Council had agreed with the recommendation made by the Finance Committee and approved the Financial Report & Bank Reconciliation Statement for July 2023.
Minute 06/10/23 Financial Accounts (ii) Financial Report & Bank Reconciliation Statement for August 2023 - Full Council had agreed with the recommendation made by the Finance Committee and approved the Financial Report & Bank Reconciliation Statement for August 2023.
Minute 06/10/23 Financial Accounts (iii) Financial Report & Bank Reconciliation Statement for September 2023 - Full Council had agreed with the recommendation made by the Finance Committee and approved the Financial Report & Bank Reconciliation Statement for September 2023.
Minute 07/10/23 Budget Report - Full Council had agreed with the recommendation made by the Finance Committee with amendments and approved the Budget Report for April 2023 to September 2023.
Minute 08/10/23 Date, Time & Place of Next Meeting - A meeting of the Finance Committee did not take place on Tuesday, 21st November 2023, because there was a danger of it being inquorate and the business could wait to be transacted.

Proposed by Councillor Holt and seconded by Councillor Wilson
- **It was resolved that the Clerk's Report be noted.**
- 05/11/23** **Audit Checks**
Audit checks had last been carried out at a meeting of the Finance Committee held on Tuesday, 17th October 2023, and it was felt that there was no need to carry out anymore at the moment. Proposed by Councillor Wilson and seconded by Councillor Holt - **It was resolved that audit checks be deferred to a future meeting of the Finance Committee.**

06/11/23

Council Charges for 2024 / 2025**(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. Proposed by Councillor Holt and seconded by Councillor Wilson - **It was resolved that the Finance Committee should recommend the following Charges for 2024 / 2025 to Full Council:-**

Cemetery

	<u>Current</u>	<u>2024/25</u>		<u>Current</u>	<u>2024/25</u>
Purchase of Exclusive Right - Ashes	£243	£258	but if from outside Parish	£486	£516
Purchase of Exclusive Right - Body	£363	£385	but if from outside Parish	£726	£770
Purchase of Exclusive Right - Child U18	£91	£97	but if from outside Parish	£182	£194
Burial of Body	£121	£128	but if from outside Parish	£242	£256
Interment of Ashes	£91	£97	but if from outside Parish	£182	£194
Erection of Memorial	£61	£65	but if from outside Parish	£122	£130
Additional Inscription	£30	£32	but if from outside Parish	£60	£64
Chapel of Rest	Free	Free	but if from outside Parish	£61	£65
Register Search Fee - Per Hour	£30	£32		per day	per day

(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 £30 to £35 for 2024. Proposed by Councillor J Whittaker and seconded by Councillor Holt - **It was resolved that the Finance Committee should make a recommendation to Full Council that the cost of a Hanging Basket for 2024 be £35.**

07/11/23

Wages & Salaries for 2024 / 2025

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>2023/2024</u>
Town Clerk & RFO	SCP 28	£19.05
Groundsperson	SCP 4	£12.01
Cleaner	SCP 4	£12.01

Proposed by Councillor Holt and seconded by Councillor Wilson - **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 2024 / 2025.**

08/11/23 Parish Precept for 2024 / 2025

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 not be offering a grant this year.

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

RECOMMENDED PRECEPT FOR 2024 / 25

		<u>2024 / 2025</u>
<u>RECEIPTS</u>		
Cemetery		3,330
Hanging Baskets	Hanging Basket Income	2,275
Wayleave	Wayleave Payment	10
Interest	Bank Interest	600
		<hr/> <u>6,215</u>
<u>PAYMENTS</u>		
Wages / Salaries	Wages / Tax / NI	52,690
Administration	Insurance	1,400
	HR Support	2,000
	Computer Systems & Back-Up	1,545
	Subs / Memberships / Fees	1,510
	Training Costs	2,500
	Audit	1,365
	H & S Support	1,000
	Room Hire	350
	Advertising & Public Notices	300
	Payroll Charges	290
	Printing & Photocopying	175
	Postage	25
	Bank Charges	100
	Travelling Expenses	500
	Stationery	200
	Election Costs	3,000
	Website Provision	2,000
Cemetery / Lodge / Chapel of Rest	Repairs & Maintenance	2,600
	Electricity	3,365
	Telephone & Broadband	455
	Business Rates	665
	Water & Sewerage	205
	PAT Testing	150
	Extinguisher Servicing	35
	Cleaning Materials	50

	Tree Work	3,500
	Grass & Hedge Cutting	1,240
	Memorials Safety	2,350
	Waste Collection	740
	Pest Control	300
	Topsoil	500
	Machine Maintenance	235
	Fuel for Mower	150
	Grave Markers	30
	Weedkilling	1,000
Closed Churchyard	Churchyard Maintenance	1,000
	Grass Cutting	960
QE2 Play Park	Equipment Maintenance & Monitoring	3,000
	Grass Cutting & Hedge Cutting	1,300
	Safety Inspections	200
Epworth in Bloom	Hanging Baskets / Planters	4,500
	Water Bowser Maintenance	100
Assets	Equipment	1,000
	Street Furniture	1,000
Donations / Grants	S137 Grants	2,500
	Other Grants	2,500
Civic	Epworth Show	60
	D-Day	350
Projects	Parking	6,000
	Beacon	2,500
		<u>115,490</u>

PRECEPT CALCULATIONS

		<u>2024 / 25</u>
Opening Bank Balance		54,970
<u>Add</u>	Receipts	6,215
<u>Less</u>	Payments	<u>115,490</u>
		-54,305
General Reserve		-30,000
Precept		<u>84,305</u>

Proposed by Councillor J Whittaker and seconded by Councillor Holt - **It was resolved that the Finance Committee make a recommendation to Full Council that it should set a precept of £84,305 for the financial year 2024 / 2025.**

- 09/11/23** **Authorised Spend Limit**
It had been suggested that the authorised amount which could be spent by the Clerk and under what circumstances should be reviewed. Members were provided with the relevant sections of the financial regulations but felt there was a need for more time to consider this. Proposed by Councillor Holt and seconded by Councillor Wilson - **It was resolved that the item be deferred to a future meeting of the Finance Committee.**
- 10/11/23** **Savings Account**
It was suggested that given the increase in interest rates that the Council should open a savings account where it kept as a minimum the Council's reserves. Proposed by J Whittaker and seconded by Councillor Holt - **It was resolved that a recommendation be made to Full Council to open an Instant Access Savings Account with Unity Trust Bank with an initial deposit of £30,000.**
- 11/11/23** **Date, Time & Place of Next Meeting**
The next meeting of the Finance Committee is due to be held on Tuesday, 23rd January 2024, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth. Proposed by Councillor J Whittaker and seconded by Councillor Wilson - **It was resolved that the information be noted.**
- 12/11/23** **Closure of Meeting**
The Chairman declared the meeting closed at 8.49 pm.