



Minutes of Carlton Colville Town Council Finance and Personnel Committee meeting on Wednesday 19th November 2025 at the Town Council Office, Hall Road, NR33 8BT.

The meeting started at 6.30 pm.

MINUTES

- 1. To Note Members Present and to receive, note and accept apologies for absence**
Present: Chairperson Rachael Arnott, Councillors Adam Robertson, Clare Varela
Apologies noted and accepted: Vice Chairperson Julie Hall
- 2. To receive any declarations of interest regarding the agenda**
None
- 3. To consider applications for dispensation**
N/A
- 4. Clerks Appraisal**
The chairperson prepared a statement highlighting Alison's achievements over the past year. Councillors provided positive feedback, noting that Alison is doing an excellent job. She has supported them consistently, continues to help the council work toward its goals, and is always willing to assist residents with practical issues. Over her time with the council, she has built strong relationships with external stakeholders and remains enthusiastic and dedicated.
The chairperson thanked Alison for her hard work and ongoing proactive approach. Alison, in turn, expressed her gratitude to the Council members, with whom she continues to enjoy working.
- 5. To discuss and agree clerk's salary based on National Joint Council figures for 2025**
It was RESOLVED by all that the clerks salary should increase to reflect the recent National Joint Council Agreement backdated to April 1st 2025 as per her contract
- 6. To List and agree regular payments**
All payments apart from a direct debits and bank charges were brought to Town Council for agreement prior to payment but a list of regular payments was agreed and put on file.
- 7. To file CIL Report to East Suffolk Council**
The CIL report was discussed for the current year and due to the spending being incomplete it will be signed at the Town Council meeting when this has happened
- 8. To discuss budget figures v actual spend forecast 2025/2026**
These were reviewed with no issues and continue to be presented monthly to full council

9. To set and agree budget and precept figures based on the information received from ESC for 2026/2027

Following discussions and explanations by the clerk to was agreed by all to set the precept at £64,680 subject to approval at the full Town Council meeting on 4th December 2024. This would show a 5.4% change on 2026/2027 council tax bills. This was due to rising costs. This would result in a £24.11 charge for each Band D property. The budget would be set at £57,635

10. To discuss reserves and breakdown of ring-fenced monies for 2026/2027

It was agreed to ring fence reserve monies as below subject to sign off from full council with a view this could be moved around during the year with agreement.

Skate lessons/Childrens Activities	5000
Community Garden	647
Play area at Community Centre	1500
Community Centre Investment	46050
Election Costs	5000
Community Event	5000
School Allotment	1178.86
Mens shed	0
Benches for Carlton Meadow	5000
Allotment Water Supply	2000
Community Outreach	2000
Staplehurst Close play area	25000
Total	98375.86

Reserves

In line with the Reserves policy it was agreed to hold 1 year's precept as a Reserve

11. To discuss any matters in abeyance for next meeting or not noted anywhere else on the agenda

None

12. To close the meeting

The meeting closed at 7.05 pm

Signed..... Date.....