

DALSTON PARISH COUNCIL

Forge Green
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Minutes of the Policy and Resources Committee Meeting held at Forge Green on Wednesday 19th November 2025 at 1 pm.

M Watling (Assistant Clerk)

Present

Cllr Byers Cllr Baxter Cllr Drouet Cllr Irving Cllr Kyle Cllr McKerrell

The meeting started with a minute silence in memory of Cllr Kaye-Krzeczkowski who had been a member of this committee.

Apologies

There were no apologies

Minutes

Resolved to authorise the Chairman to sign, as a true record, the minutes of the Policy and Resources Committee meeting held on Tuesday 1st April 2025.

Declarations of Interest

There were no declarations of interest.

Public Participation

There were no members of the public present.

1. Annual review of The Financial Regulations

The RFO reported that some minor alterations have been made by NALC to the Model Financial Regulations. The alterations had been highlighted in the document circulated prior to the meeting and only affected section 5 relating to procurement. The Public Contracts Regulations 2015 has been replaced by the Procurement Act 2023 and the Procurement Regulations 2024.

The amendments to the Financial Regulations were agreed to be ratified at the December Parish Council meeting.

2. Annual Review of Rents

- The current rent for 1 Forge Green is £355 per month. From the last rent review until September 2025 the RPI has increased by 3.9% which equates to £13.84 pcm. After discussion it was recommended an increase of £15 per calendar month be applied from 1st January 2026.
- The current rent for 2 Forge Green is £650 pcm. The assured shorthold tenancy began on 1st September 2025 and therefore no increment will apply at this rent review.
- It was agreed that rent for The Green should be renewed at £100 per annum.
- The rent for Forge Green gardens was last increased in 2020. After discussion it was resolved to increase the rent for Forge Green Gardens to £45 per annum.
- All other rents are current with no further action required.

3. Annual Review of Cemetery Policies and Fees

- A schedule comparing cemetery fees for Dalston, Wetheral and Carlisle had been circulated. The fees were last increased with effect from 1st January 2025. After discussion it was agreed that no increase in fees would be applied for the year commencing 1st January 2026. Fees will be reviewed again next year.

- Following the recent inspection of gravestones in the cemetery it was agreed that the current policy for the safety and upkeep of gravestones and memorials was satisfactory with no other changes needed to the cemetery policy. .

4. Annual review of Policy For Memorial Seats and Trees

It was agreed that no changes were required to the current policy and the annual review is now complete.

5. Annual Review of Other Fees

- It was agreed no change to the schedule of charges for fishing permits.
- It was agreed the charge for postcards will remain at 50 pence.
- It was agreed the charge for maps will remain at £2.

6. Information Technology Policy

The 2025/26 Annual Governance and Accountability Return requires councils to confirm they are compliant with digital and data protection responsibilities. Councils must adopt a formal information technology policy. The information technology policy template produced by NALC has been used to draft a policy which had been circulated prior to the meeting. Minor alterations to paragraphs 1.1.2 and 1.1.3 were agreed. It was agreed that while the policy document is lengthy it deals with current and potential future IT issues so no further tailoring will be carried out. The policy will be presented to the December Parish Council meeting for formal adoption.

7. Draft Budget for 2026/27

The draft budget and notes for 2026/27 had been circulated prior to the meeting. The figures show a precept request of £99,086 which is an increase of 4.9% or 7p per week for a Band D property. Before transfers between reserves the budget showed a surplus of £194.

The RFO reported that a communication had been received this morning from Cumberland Council advising that Parish Councils would be expected to share the costs of holding the May 2027 Cumberland Council, Mayoral and Parish elections. The RFO is going to enquire what the situation is if the Parish Council election was not contested.

A discussion took place regarding the roof replacement at Forge Green. There is currently £15,000 in the roof replacement reserve from earlier years. Cllr Kyle recommended that the budget for 2026/27 should take account of the additional cost even if this would create a budget deficit. It was resolved to include £20,000 in the budget.

There were no queries and a proposed precept of £99,086 for 2026/27 will be recommended to full Council.

8. Councillor matters

There were no councillor matters.

9. Dates of Forthcoming Meetings

Next meeting of The Parish Council to take place on 9th December 2025 at 7.15pm at Forge Green.
 Policy & Resource Meeting dates for 2026:- TBA
 Property & Maintenance Meeting dates for 2026:- TBA

The meeting closed at 2.15 pm