



## **DES福德 PARISH COUNCIL MEETING**

Held on Wednesday 17<sup>th</sup> April 2024 at 7:30pm at Desford Library

### **MINUTES**

#### **In Attendance:**

**Desford Parish Council** – Cllr J Vavasour (Chair), Cllr C Crane, Cllr P Crane, Cllr Oakes, Cllr B Treadwell, Cllr P Treadwell, Cllr Rood, Cllr McMillan and Julie Frost (Admin Assistant), Pip Gould (Clerk/RFO)

Also present: Borough Councillor Robin Webber-Jones

There were 4 members of the public present.

#### **1. Apologies** To note apologies and valid reasons.

There were no apologies.

#### **2. Declarations of Interest**

There were no declarations of interest.

#### **3. Parish Council Vacancies**

##### **Co-option for Casual Vacancies**

It was **Resolved:** to co-opt Estelle Clark and Alastair Winner who both signed the Declaration of Acceptance of Office forms and immediately joined the Councillors.

#### **4. To receive and confirm as accurate the Minutes of the Parish Council meeting held on Wednesday 20<sup>th</sup> March 2024**

It was **Resolved:** to accept and sign the minutes as a true record.

#### **5. County and Borough Council Reports.**

Councillors noted the County and Borough Reports and noted additional information provided regarding recent fly-tipping, flooding on Peckleton Lane, the works that are still outstanding at Owl Homes and requests to conduct a speed survey at Miller Homes.

#### **6. Parishioners Participation – As per Standing Orders up to 15 minutes for public participation** None

#### **7. Updates and recommendations from Working Groups:**

##### **7.1 DIB WG: 8<sup>th</sup> April 24**

###### **7.1.1 To consider expenditure requests submitted to Resources Committee**

Update received from Cllr P Crane and expenditure considered in Agenda item 8

##### **7.2 Heritage WG: 8<sup>th</sup> April 24**

It was **Resolved** to approve expenditure for D-Day flags of £125.00

###### **7.2.1 Heritage Family History WG : 8<sup>th</sup> April 24**

##### **7.3 Cemetery WG: 30<sup>th</sup> April 24**

##### **7.4 Procedures WG: 23<sup>rd</sup> April 24**

##### **7.5 Allotments WG: 2<sup>nd</sup> April 24**

###### **7.5.1 To consider filling in the potholes on the track**

Councillors requested additional information regarding expenditure, the Clerk's Office were requested to investigate.

#### **8 To receive and consider the recommendations of the Resources Committee meeting held on 10<sup>th</sup> April 2024, including consideration of the Councils Accounts, the payment of invoices, other financial proposals, quotes for work and financial summary of budgetary analysis and current project portfolio.**

##### **A: To receive bank statements for March 2024.**

Council received, considered, and **approved** the bank statements and reconciliation for March 2024.

Bank Reconciliation at 31/03/2024			
A	Cash in Hand 01/04/2023		176,422.72
	ADD Receipts 01/04/2023 - 31/03/2024		233,488.36
	SUBTRACT Payments 01/04/2023 - 31/03/2024		409,911.08
	Cash in Hand 31/03/2024 (per Cash Book)		217,686.48
B	Cash in hand per Bank Statements		192,224.60
	Petty Cash 31/03/2024	108.48	
	01 Current Account 087 31/03/2024	12,923.62	
	02 Projects and Grants Reserves A 31/03/2024	8,041.31	
	03 Precept Reserve Account 072 31/03/2024	118,928.38	
	04 Debit Card 515 31/03/2024	357.49	
	Desford in Bloom 064 31/03/2024	51,865.32	
Less unrepresented payments		192,224.60	
Plus unrepresented receipts		192,224.60	
Adjusted Bank Balance		192,224.60	
A = B Checks out OK			

**B: To recommend payment of invoices and receive and approve the Cashbook statement up to the end of March 2024.**

Council noted the cashbook statement up to the end of March 2024 and resolved to approve the payment of invoices.

**Payments for approval in April 2024**

**Debits that will be paid from account ...515**

	£12.99	£2.60	£15.59	4	Debit Card (GoCardless)
Zoom	£8.32	£1.66	£9.98	35	
Terran - HSS adions	£8.00	£0.00	£8.00	6	
HSSC Bank Account Fees	£16.64	£0.00	£16.64	4	
Adobe - Acrobat Pro Subscription Inv IEE2024001572416					
<b>Totals</b>	<b>£45.95</b>	<b>£4.26</b>	<b>£50.21</b>		

DPC Accounts Payable (from Account ..087)	Invoice exc vat	VAT	Invoice total	Budget Line	Notes
Staff Salaries - March	£3,036.74	£0.00	£3,036.74	28	Paid 08/03/2024 - On February Statement & included in BACS figures above
Payment to HMRC for Tax and NI relating to March salaries	£548.91	£0.00	£548.91	29	
H&ST Pensions (Employer and Employee contributions) March	£103.40	£0.00	£103.40	31	DD
Waterplus - Allotments Water	-£80.75	-£16.15	-£96.90	19B	DD
Waterplus - Cemetery Water				19A	DD
GoCardless Wemtech - Monthly Office 365 Fees	£50.89	£10.13	£61.02	5	DD
Pipowar Street Lighting - Inv10121630	£243.26	£12.16	£255.42	21	DD
R&CA Advisory (Book-keeper) March & April 2024 Invoice 24004	£428.55	£0.00	£428.55	33	
MSBG Ltd (Grounds Maintenance monthly invoice 100923)	£2,009.67	£401.83	£2,411.50	11A	
MSBG Ltd Botcheston Play Park Inv 101078	£600.00	£120.00	£720.00	24	
MSBG Ltd Botcheston Play Park Inv 101079	£100.00	£20.00	£120.00	13	
MSBG Ltd Hunts Lane Bin Empty Christmas 2023 Inv 101079	£54.50	£10.50	£65.00	34	
TP Jones & Co LLP - Payroll Inv TPJ/P1853	£256.75	£0.00	£256.75	20	
HBBC - Bin Collections Inv 4003328925	£14.40	£0.00	£14.40	30	
Clerk Expenses (Mileage)	£11.25	£0.00	£11.25	30	
Admin Assistant Expenses (Mileage)	£112.50	£0.00	£112.50	32	
S Hopkinson - Handyman Feb & March 2024	£425.00	£85.00	£510.00	5	
Cuttlefish Renewal 1st June-31st May 2025 - Payable 31st May24 - Hosting Website,Domain	£1,046.48	£0.00	£1,046.48	39 & 40	
LRALC & NALC membership 2024-2025	£923.15	£0.00	£923.15	25	DD Monthly in 12 payments
Non Domestic Rates HBBC 2024-2025 KRRG	£0.00	£0.00	£0.00	25	
Non Domestic Rates HBBC 2024-2025 Cemetery & Premises	£75.00	£0.00	£75.00	3	
CPS Computers Call out fees	£791.66	£158.33	£949.99	12	
M & BG Tree & Hedge Works at KRRG	£55.00	£11.00	£66.00	13	
M & BG Cemetery Compost bin empty	£450.00	£92.00	£542.00	24	
DefbShop for 2 x Battery packs & pads	£432.50	£86.50	£519.00	2	
Quinys LeoTop	£150.00	£30.00	£180.00	15	
BG Building Services Water testing at Botcheston VH					
<b>Totals</b>	<b>£11,898.86</b>	<b>£1,031.85</b>	<b>£12,930.71</b>		
<b>DESFORD IN BLOOM</b>					
Orbit Coaches Gardeners World June 13th 2024	£140.00	£0.00	£140.00	D1B	
Orbit Coaches Gardeners World June 13th 2024	£420.00	£0.00	£420.00	D1B	
SEE Tickets Gardeners World June 13th 2024	£756.21	£153.24	£909.45	D1B	
NL D1B Expenses Various	£412.00	£21.39	£433.39	D1B	
NL D1B Expenses Various	£32.59	£0.00	£32.59	D1B	
KW D1B Expenses Various	-£125.10	£0.00	-£125.10	D1B	
NL D1B Revenue					
<b>Totals</b>	<b>£1,646.10</b>	<b>£174.63</b>	<b>£1,820.73</b>		



**Desford Parish Council - 10 April 2024**

**Cashbook**

**Accounts and Invoices for Recommendation to Council**

**Opening Balances 01st March 2024**

Projects & Grants Reserve Account ... 253	£8,002.60
Current Account ... 087	£19,332.96
Debit Card Account ... 515	£407.71
Precept Reserve Account ... 072	£118,730.73
<b>TOTAL DPC=</b>	<b>£146,474.00</b>
Desford in Bloom Account ... 064	£53,084.15
DiB Petty Cash	£108.48
<b>TOTAL =</b>	<b>£199,666.63</b>

Transactions in Current Account ..087 in March 2024		Budget Line
Payment to BT (Direct Debit)	-£64.46	9
Payment to Waterplus - Cemetery Water (Direct Debit)	-£10.47	19A
Waterplus - Allotments Water	-£35.41	19B
NEST Pension Payments Covering February 2024	-£99.04	31
Payment to Npower for Street Lighting( Direct Debit)	-£249.26	21
Payment to Go Cardless Wem Tech x2 invoices	-£61.07	5
Payments in the form of 9 BACS Payments (refer to Bank Statement)	-£7,542.79	
HMRC PAYE/NIC Payment covering February 2024	-£538.84	29
HSBC Bank Account Fees	-£8.00	6
Cemetery Income	£2,200.00	60
<b>Total =</b>	<b>-£6,409.34</b>	

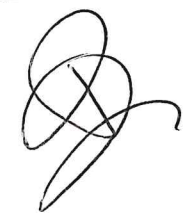
Transactions of ..515 (Debit Card Account) March 2024	Transaction exc vat	VAT	Transaction total	
Zoom Monthly Subscription	-£12.99	-£2.60	-£15.59	4
Terrain - H&S advisors	-£8.33	-£1.66	-£9.99	35
HSBC Bank Account Fees	-£8.00	£0.00	-£8.00	6
Adobe - Acrobat Pro Subscription Inv IEE2024001572416	-£16.64	£0.00	-£16.64	4
<b>Total</b>	<b>-£45.96</b>	<b>-£4.26</b>	<b>-£50.22</b>	

Transactions for Projects & Grants Reserve Account ..253 March 2024		
Gross Interest Received	£38.71	58
<b>Account Balance =</b>	<b>£8,041.31</b>	

Transactions for Precept Reserve Account ..072 March 2024		
Gross Interest Received	£197.65	58
<b>Account Balance =</b>	<b>£118,928.38</b>	

Transactions DiB Account ...064 March 2024	Transaction exc vat	VAT	Transaction total
DiB Donations & Grants			£10.00
Heritage Donations & Income			
Undefined Donations & Grants			
Heritage Christmas Stall Receipts	-£8.00	£0.00	-£8.00
HSBC Bank Account Fees	-£766.21	-£153.24	-£919.45
SEE Group - Gardeners World Tickets x50	-£140.00	£0.00	-£140.00
Orbit Coaches - Gardeners World Birmingham NEC Inv 5084	-£112.50		-£112.50
Desford Parochial Council - Bin Supply	-£33.88		-£33.88
Karen Wakefield - DiB Expenses	-£15.00		-£15.00
A Vesty - DiB Expenses			
<b>Account Balance =</b>			<b>£51,865.32</b>

Council Funds at 31st March 2024		
Projects & Grants Reserve Account ... 253		£8,041.31
Current Account ... 087		£12,923.62
Debit Card Account ... 515		£357.49
Precept Reserve Account ... 072		£118,928.38
<b>TOTAL DPC=</b>		<b>£140,250.80</b>
Desford in Bloom & Heritage ... 064		£51,865.32
£31,493.97 DiB		
£20,371.35 Heritage		£108.48
£51,865.32 Total	<b>TOTAL =</b>	<b>£192,224.60</b>



**£192,333.08**

**C: To receive and note the Parish Council invoice and expenditure and financial summary of budgetary analysis up to the end of February 2024.**

Desford Parish Council  
REVENUE BUDGET FOR 2023/24

	AGREED BUDGETS FOR 2023/24	ACTUAL SPEND TO DATE INC VAT	ACTUAL SPEND/RECEIPT EXC VAT	% OF BUDGET TO DATE	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
<b>Payments</b>																
1. A&T Fees (Internal & External Audits)	(£1,000.00)	£1,000.00	£1,000.00	100%						£1,000.00						
2. Computer Equipment	(£300.00)	£300.00	£300.00	100%												
3. Computer & Printer Maintenance	(£300.00)	£300.00	£300.00	100%												
4. Computer Software	(£750.00)	£750.00	£750.00	100%												
5. Website Email Costs Upgrade	(£1,300.00)	£1,300.00	£1,300.00	100%												
6. Banking Charges	(£200.00)	£200.00	£200.00	100%												
7. Postage	(£50.00)	£50.00	£50.00	100%												
8. Stationery	(£500.00)	£500.00	£500.00	100%												
9. Telephone and Internet	(£1,000.00)	£1,000.00	£1,000.00	100%												
10. Election Referendum Costs	(£5,000.00)	£5,000.00	£5,000.00	100%												
11. Grounds Maintenance Contract	(£7,000.00)	£7,000.00	£7,000.00	100%												
12. Additional to Grounds Maintenance Contract	(£5,000.00)	£5,000.00	£5,000.00	100%												
13. General Open Space Maintenance	(£4,400.00)	£4,400.00	£4,400.00	100%												
14. Cemetery Maintenance	(£1,650.00)	£1,650.00	£1,650.00	100%												
15. Alterments Maintenance	(£2,000.00)	£2,000.00	£2,000.00	100%												
16. Buildings Maintenance	(£5,000.00)	£5,000.00	£5,000.00	100%												
17. Tree Maintenance	(£5,000.00)	£5,000.00	£5,000.00	100%												
18. Annual Flyaround Inspections Maintenance	(£750.00)	£750.00	£750.00	100%												
19. Pest Control	(£750.00)	£750.00	£750.00	100%												
20. Water Rates see below:																
21. Cemetery Water Rates	(£300.00)	£300.00	£300.00	100%												
22. Alterments Water Rates	(£780.00)	£780.00	£780.00	100%												
23. Council Bins	(£2,520.00)	£2,520.00	£2,520.00	100%												
24. Streetlight Electricity	(£3,400.00)	£3,400.00	£3,400.00	100%												
25. Christmas tree lights	(£500.00)	£500.00	£500.00	100%												
26. Streetlight Maintenance	(£1,000.00)	£1,000.00	£1,000.00	100%												
27. General Parks Maintenance	(£5,500.00)	£5,500.00	£5,500.00	100%												
28. Non Domestic Rates - KRRG SID	(£1,100.00)	£1,100.00	£1,100.00	100%												
29. Inspection Surveys (no Budget)	(£1,000.00)	£1,000.00	£1,000.00	100%												
30. Planters ongoing Maintenance	(£1,000.00)	£1,000.00	£1,000.00	100%												
<b>Staff Salaries NET</b>	<b>(£5,500.00)</b>	<b>£5,500.00</b>	<b>£5,500.00</b>	<b>100%</b>												
31. Income Tax and NI payments to HMRC	(£9,300.00)	£9,300.00	£9,300.00	100%												
32. Staff Expenses mileage	(£500.00)	£500.00	£500.00	100%												
33. Council contributions to Staff Pensions	(£1,500.00)	£1,500.00	£1,500.00	100%												
34. Handymans	(£2,000.00)	£2,000.00	£2,000.00	100%												
35. Bookkeeper Scribe set up and yearly fees	(£1,500.00)	£1,500.00	£1,500.00	100%												
36. Payroll - TP Jones	(£300.00)	£300.00	£300.00	100%												
37. Staff Training and Safety	(£1,500.00)	£1,500.00	£1,500.00	100%												
38. Council Training and Expenses	(£500.00)	£500.00	£500.00	100%												
39. Staff Recruitment Expense	(£500.00)	£500.00	£500.00	100%												
40. Local Rugby Playing Fields Assoc	(£100.00)	£100.00	£100.00	100%												
41. RACV	(£50.00)	£50.00	£50.00	100%												
42. NACU National Association of Local Councils	(£300.00)	£300.00	£300.00	100%												
43. Neighbourhood Plan	(£2,500.00)	£2,500.00	£2,500.00	100%												
44. Desford Urban Part Grant	(£6,000.00)	£6,000.00	£6,000.00	100%												
45. Community Support Fund DFC Grant	(£1,000.00)	£1,000.00	£1,000.00	100%												
46. RBL Poppy Appeal and Remembrance Week	(£100.00)	£100.00	£100.00	100%												
47. Insurance	(£14,000.00)	£14,000.00	£14,000.00	100%												
48. Revenue contribution to Projects	(£18,000.00)	£18,000.00	£18,000.00	100%												
49. Desford in Bloom Budget (Self Funding this year)	(£0.00)	£0.00	£0.00	0%												
50. Corporation Budget	(£2,000.00)	£2,000.00	£2,000.00	100%												
<b>Total Payments</b>	<b>(£177,000.00)</b>	<b>£177,000.00</b>	<b>£177,000.00</b>	<b>100%</b>												
51. S105 Expenditure to be offset (S3A & B)																
52. Trim Trail Project in reserves less Exp - VAT reclaimed	(£5,051.26)	£5,051.26	£5,051.26	100%												
53. SID Project in reserves less Exp - VAT reclaimed	(£17,002.00)	£17,002.00	£17,002.00	100%												
<b>Total Payments including S105</b>	<b>(£22,053.26)</b>	<b>£22,053.26</b>	<b>£22,053.26</b>	<b>100%</b>												
<b>Receipts</b>																
54. Desford FC Project	(£154,153.00)	£154,153.00	£154,153.00	100%												
55. Bank Interest	(£400.00)	£400.00	£400.00	100%												
56. Actment Income	(£3,500.00)	£3,500.00	£3,500.00	100%												
57. Cemetery fees	(£3,500.00)	£3,500.00	£3,500.00	100%												
58. Grants received	(£0.00)	£0.00	£0.00	0%												
59. VAT refund	(£0.00)	£0.00	£0.00	0%												
60. S105 receipts detailed below by Project																
61. Trim Trail Project	(£4,550.00)	£4,550.00	£4,550.00	100%												
62. SID Project receipts in 23-24	(£0.00)	£0.00	£0.00	0%												
63. OTHER INCOME	(£0.00)	£0.00	£0.00	0%												
<b>Total Receipts</b>	<b>(£163,743.00)</b>	<b>£163,743.00</b>	<b>£163,743.00</b>	<b>100%</b>												

**RESERVES**

	AGREED BUDGETS FOR 2023/24	ACTUAL SPEND TO DATE INC VAT	ACTUAL SPEND/RECEIPT EXC VAT	% OF BUDGET TO DATE	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
64. General Reserves	£12,500.00	£12,500.00	£12,500.00	100%												
65. General Reserves - Computers	£1,000.00	£1,000.00	£1,000.00	100%												
66. Neighbourhood Plan Your Local EM Reserve	£0.00	£0.00	£0.00	0%												
67. Lottery Funding Reserve EVH	£1,000.00	£1,000.00	£1,000.00	100%												
68. DE Heritage EM Reserve	£1,000.00	£1,000.00	£1,000.00	100%												
69. Parish Projects EM Reserve	£0.00	£0.00	£0.00	0%												
70. S105 Expenditure to be offset For info only see																
71. Trim Trail Project	£11,500.00	£11,500.00	£11,500.00	100%												
72. SID Project	£0.00	£0.00	£0.00	0%												
<b>RESERVE \$ in the year</b>	<b>(£16,500.00)</b>	<b>£16,500.00</b>	<b>£16,500.00</b>	<b>100%</b>												

**Resolved: Noted and Approved**

**The following were agreed by the Resources Committee and recommended to Full Council:**

**1) Quotation for works to repair the internal roof damage at the changing rooms at Kirkby Road recreation ground.**  
It was **Resolved** to agree the quote for £520 from Sam Morris.

**2) Quotation to repair the brick work behind the Mining Wheel**  
Clerk has received a quote for £280 NET from SJG Building Services to replace the missing bricks and repoint brick work where the tree roots have dislodged the wall.  
It was **Resolved** to agree the quote for £280 from SJG Building Services.



### 3) Quotations for roof repairs at Botcheston Village Hall

Alexander Construction provided a quote for £1175 NET. The second roofer's quote was not received in time for the meeting. It was recommended that the roof repairs should be completed as soon as possible. Councillors were referred to agenda point 11 for the latest update.

### 4) Consider costs and the process involved to implement a .gov.uk domain and 12 Councillors email .gov.uk email addresses

Domain registration is free to Parish Councils for 2 years, on a successful application for a government grant, then £150 per year thereafter and the process of transfer would be managed by the Parish current website host suppliers Cuttlefish and IT suppliers Wem-Tech.

Once the Desfordparishcouncil.gov.uk domain grant application had been approved the quote provided by Wem-Tech indicates a cost of £3.96 per month per email only address. A total of **£570.24** NET per annum,<sup>7</sup>

It was **Resolved** to apply for the Government Grant and consequently, if successful, implement Councillor and Staff .gov.uk email accounts.

### 5) Consider the request from Desford Loves for Councillors to approve the 5 million public liability insurance for the Scarecrow event in August. Resources recommended this request to Full Council. Councillors requested further information from Council insurers regarding the request to reduce the public liability insurance cover received from Desford Loves. The Clerks Office were requested to investigate.

### 6) To consider the following request for DiB expenditure:

- up to £10 to purchase refreshments for AGM.
- up to £100 for refreshments for volunteers social.
- up to £400 for materials, refreshments & hall hire for Wreath Workshop.
- £127.50 for brown bins.
- up to £10 for refreshments for planting day.
- up to £100 for refreshments for volunteers erecting the baskets.
- Accept JDL quote, depending on second quote.
- Insulating tape £3.99
- Plastic wallets £6.99
- Miracle Grow £139
- Basket liners £73.96
- Wood stain £12.99
- Water retaining gel £9.30

It was **Resolved** to agree to the expenditure listed above.

### 7) Insurance renewal: Resources reviewed the information provided and subject to the renewal quotations being within the budget amount for 2024-2025 recommended to Full Council that the Parish remain with the current provider.

It was **Resolved** to remain with the current Insurance providers Gallaghers, subject to renewals remaining within budget.

### Other information:

Two Parish Lease Documents are due to be renewed in 2025 and 2027 and the Clerk was instructed to obtain solicitor quotations and present these at next month's Resources meeting.

Clerk reported that LRALC had provided a quotation to conduct a full governance review however it was agreed that it would be prudent to wait for NALCs updated financial regulations document in April 2024 before considering the quotation as this may reduce costs.

### 9 To receive the minutes of the Planning Committee held on 8<sup>th</sup> April 2024 and an Update on any applications received since that meeting. Town and Country Planning Act 1990, sch 1, paragraph 8.



## Planning applications 21<sup>st</sup> March – 17<sup>th</sup> April

1. **Ref:** 24/00246/TPO 1 Grange Court, Desford  
**Details:** T1 Sycamore - Overall crown reduction by approx 1.5-2 metres for containment within properties, and to reduce loading on lower main union. T2 Yew - Reduce canopy by approx 1.5m on Southern and Eastern sides to restore naturalistic crown shape and prevent further branch failure.  
**Decision:** no objection
2. **Ref:** 23/00711/FUL (Re-consultation) The Blue Bell Inn, 39 High Street  
**Details:** Change of use from cafe (Class E(b)) and residential (Class C3) to convenience foodstore (Class E(a)). Construction of two storey side extension, two-storey and single storey rear extensions (following the demolition of existing single-storey element to rear of 37 High Street/2A Main Street and store to rear of public house) with associated car parking, landscaping and other works.  
**Decision:** comment that the proposed dropped kerb crossing on High Street is at a dangerous point, so close to the bend in the road. The 38 parking places will be insufficient on Fridays and there will be problems when delivery lorries take parking places out of use.
3. **Ref:** 24/00326/HOU 9 Bambrook Close, Desford  
**Details:** First floor rear extension  
**Decision:** no objection

## 10 Membership of Committees and Working Groups

### 10.1 Appointment of members to existing committee and working groups

It was **Resolved** that Cllr Winner & Cllr Clark would join the Resources Committee and the Planning Committee and Cllr Winner would also join SiD as a Council representative and Cllr Clark would join the Barns Charity.

## 11 Clerks Report

### 11.1 Botcheston Village Hall Roof/Window leaks - Update

2 x Quotes have been sought by Botcheston Hall Management Committee:

Alexander construction £1175 NET and BG Building Services for £5,000 NET.

The Clerk would **recommend** that further quotes are sought as the two quotes provided are not "like for like" and has approached the BVH Management Committee to advise. At present no further damage has been reported.

Due to the urgency of the situation it was **Resolved** to request additional quotes for the roof works

### 11.2 Scribe – update

Scribe is now fully installed and operational, and the monthly bookkeeping is being undertaken in-house

### 11.3 AGAR – update

The AGAR figures for 2023-2024 are completed, the Clerk is awaiting the Internal Auditors date for inspection. Once the internal audit is completed the AGAR documents and internal auditor report and recommendations will be brought to Full Council.

### 11.4 Water Heater in Clerks Office – Update

It was confirmed by Cllr C Crane at the meeting that the water heater is the responsibility of the library and therefore replacement costs are not the responsibility of the Parish Council. The Clerk however will obtain quotes for a replacement heater and provide these to the library trustees.

## 12 Information from Councillors (not for debate or decision)

None

- 13 **To consider exclusion of the Press and the Public in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from this meeting.**





By reason of the confidential nature of the remainder of the business it was **Resolved** that the press and the public be excluded from the meeting.

**14 Staffing WG Update.**

The Chair reminded Councillors that the Clerks primary role is to ensure that the council carries out its activities properly and lawfully. And as its principal advisor does this by providing independent advice, support, and clear guidance to all Councillors, including the Chairman, so that effective decisions can be made.

Councillors considered the advice provided by DAS Law and **Resolved** to accept the recommendations.

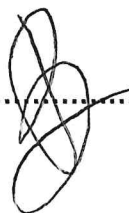
**15 Financial Regulations Update.**

Council noted that NALC are due to issue new Financial Regulations, and these will directly affect some of the existing working groups.

It was **Resolved** to create a specific Working Group, consisting of three Councillors and members of the existing WG's who are directly affected. They will subsequently present a proposal to Full Council for consideration that will provide a mutually satisfactory solution and adheres to the current legislation. A timescale of 12 weeks was **agreed**.

It was **Resolved** to appoint Cllr P Crane, Cllr B Treadwell, and Cllr J Vavasour to the new Working Group and the existing Working Groups will each provide two representatives.

**The Meeting closed at 9.30pm**

Chair ..... 

Date ..... 15/05/2024

