

Stoke-sub-Hamdon Parish Council

No.7 North Street Workshops, North Street, Stoke sub Hamdon TA14 6QR

Clerk. Mr Neil Bloomfield, Tel: 07545 951 917
email clerk@stoke-sub-hamdon-pc.gov.uk

13th October 2023(published)

Dear Councillor,

You are summonsed to an **EXTRAORDINARY** meeting of Stoke sub Hamdon Parish Council
on

Wednesday 18th October 2023 at 9.00am

at the Parish Council Offices, No.7, North Street Workshops, to transact the business set out below.

Neil Bloomfield
Parish Clerk

Councillors are reminded that as holders of public Office they are expected to comply with the Nolan Principles, and the Councils Code of Conduct as well as showing respects for others in accordance with the law.

As per Councils Standing Order 3(e) there will be an opportunity for members of the public to comment on Agenda items (at the discretion of the chairman of the meeting). As per Standing order 3(f) the public question comment time is limited to 5 minutes each, and the session should not exceed 30 minutes (unless directed by the chairman of the meeting)

AGENDA

23/186 Recording of meetings

Attention is drawn to the Councils policy on recording meetings. Those wishing to record meetings are asked to notify prior to or at the commencement of the meeting if they intend to audio/video record public proceedings. The council will record the meeting.

23/187 Apologies For Absence.

Apologies for absence to be accepted by council.

23/188 Declarations of Interest

Members to declare any interests they may have in agenda items that accord with the requirements of the Council's Code of Conduct. To note declared interests and any dispensations granted. Councillors with a disclosable pecuniary interest (DPI) for any

agenda item must request in writing, or immediately prior to the commencement of the meeting an interest to the proper officer who may grant a dispensation.

23/189 Casual Vacancies

To note the resignations of the Chair of council Cllr Lyn Foley and Cllr Simon Hulber. As a result, 2 casual vacancies now exist on the parish council. The Vice Chair acts as Chairman until a new chair is elected at the next ordinary meeting 1st November (S.88 LGA 1972) .

23/190 Financial accounting software package

Council are asked to approve the purchase of Scribe Financial and allotment Management software. Also recommended by Finance & Resources Committee and internal auditor.

Install and setup. £479 (one off)
Scribe Financial. £55. (Pm)
AAllotment Management £39 (Pm)

(includes back up, tech support, accountancy advice)

23/191 Finance & Resources Committee (F&R)

To fill the vacancy on F&R by appointing 1 further Cllr.

23/192 HR Committee

Council appointed the chair of council, Cllr Burton to the HR Committee in March 2023. This was readopted at the AGM. A third Cllr was appointed but since resigned. To appoint a 3rd member in accordance with Terms of Reference.

23/193 Banking Mandate

To approve the updated banking mandate presented by the Clerk/RFO
(Financial Regulations para 5.1 refer)

23/194 Banking Arrangements and Payments

Due to the resignations of Cllrs there are insufficient signatories to authorise payments. Significant efforts are being made to rectify this situation. However if the situation cannot resolved rapidly then Council are asked to note the Clerk/Responsible Financial Officer will authorise payment/s as required to avoid a charge to interest under 'The Late Payment of Commercial Debts (Interest) Act 1998' As per councils Financial Regulations para 5.5(a)

*Only applies to business or where a contract is in place

23/195 Office Equipment

Council asked to approve purchase of the following items as essential for the use of council office space:

- Colour laser printer/scanner – up to £300
- 4g mobile router for internet access required to access all councils systems-up-to £100. No monthly phone line required.
- 1 month notice unlimited data simm – up to £20 per month. Council asked to approve Direct Debit payment to reduce monthly cost to a minimum.

Item 23/196 dependant on acquiring sufficient signatories

23/196 Account Balances and Schedule of payments.

Council to note.

Business Accounts

Balance on 31 Aug 2023 £74,370 .04

Account Balances as at 29 Sept 2023:

Lloyds Business Acc xxxxx860	£ 68,731.92
Lloyds BB Inst Acc xxxxx260	£ 44,058.82
Melton Building Soc.	£ 33,428.98
Cambridge & Counties	£ 23,026.17

Invoices Paid by Standing Order/Previously approved:

Evis Ground Maintenance Clerk	(Aug work) Payment to date	£ 750.00 £2,187.71
Bank charges		£ 7.00
Cloudy IT	Monthly M/Soft 365 Licence fee x8	£ 54.48
Cloudy IT	Addit Cllrs x3	£ 16.20
Stable Print	Sept Newsletter	£ 210.00
Play Inspection Company	Outdoor Annual P/grnd Insp	£ 166.80
Duchy Cornwall	Allotments	£ 120.00
Duchy Cornwall	Rec Ground Rental to Mar 2024	£ 720.00
Do the numbers	Governance Review	£ 800.00
L Foley Reimburse	Defibrillator pad POW	£ 71.94
L Foley Reimburse	Defibrillator pad	£ 71.94
N Bloomfield Reimburse	S Rodgers Flower Loft Flowers	£ 42.95
Stable Print	July and Aug Newsletters	£ 420.00

Total £5,639.02

Total as per Bank statement £5,638.12

Variance £ 0.90

The difference is owing to an over payment of 90 pence re the defibrillator pads.

Payments to be agreed by resolution: (Standing orders ** are pre resolved)

PKF LittleJohn	AGAR Audit Fee	£ 378.00
Stable Print *	Oct Newsletters	£ 210.00
Evis GM *	Sept Ground Maintenance	£ 750.00
Cloudy IT *	Office 365	£ 70.68
Inwood interiors	HYFC Window repairs	£2,610.00
L Foley Reimburse	Fireproof Safe for Office	£ 257.98
L Foley Reimburse	Road Salt/Grit 45 Bags	£ 134.77

Ionos Reimburse Clerk Village website domain part Charge £ 30.36

Total for approval by resolution £4,441.79

23/197

Exclusion of press and public

Council asked to resolve that under Section 1 (2) of the Public Bodies (admission to public meetings) Act 1960 the press and public be excluded from the meeting as publicity would be prejudicial to the public interest due to the nature of the item to be discussed, namely the disclosure of exempt information including personal data.

23/198

Financial Controls

To note date of next meeting Wednesday 1st November 2023