

# Stoke sub Hamdon Parish Council

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

**Clerk:** Mr Neil Bloomfield,  
clerk@stoke-sub-hamdon-pc.gov.uk

## Minutes of the Extra Full Council Meeting 9am Wednesday 18<sup>th</sup> October 2023 No. 7 North Street Workshops

**Present** Cllr M Phillips (Chair), Cllr Michael Foley, Cllr Rebecca Merrick, Cllr Suzanne Nelms, Cllr Moira Hulett, Cllr Middleton, Cllr Denise Burton  
Ward members Cllrs Bailey & Pearlestone

### **23/186 Recording of meetings**

Attention is drawn to the Council's policy on recording meetings. It was noted The Council meeting was being recorded.

### **23/187 Apologies for Absence**

Apologies were received from Cllr Holder which were accepted by the council.

### **23/188 Declarations of Interest**

Cllr Merrick Treasurer Sports & Rec Trust(SRT), Memorial Hall Committee

Cllr Nelms Hamdon Youth Family Centre Trust

Cllr Hulett Volunteer SRT/Community shop

Cllr Burton SRT and Chair of Community Shop

### **23/189 Casual Vacancies**

The council noted the resignations from the council of Cllr L Foley and Cllr Simon Hulbar. It was also noted this created a vacancy for chair of council which must be filled at the next ordinary council meeting which 1<sup>st</sup> November 2023

**Noted**

### **23/190 Financial Accounting Software Package**

Council were asked to approve the Scribe Financial & Allotment Management Software and recommended by the Finance & Resources Committee. There was a discussion regarding software in general. It was commented the increase in IT costs, and this would increase it further still, The Clerk advised the use of IT was necessary and would assist the clerk by saving time on more efficient use of software. It was **RESOLVED** that Council would purchase the Scribe Financial Accounting Software Package at a cost of £55pm and a one of setup of £479.00,

**AGREED** (named vote0

A named vote was requested by the chairman which was as follows:

**Cllrs.Foley, Hulett, Middleton & Phillips voted YES** in support.(4)

Against None (0)

**Cllrs Burton, Merrick & Nelms ABSTAINED**

The motion to purchase Scribe Financial Software was approved with 4 Cllrs in favour with none against and 3 Abstentions.

**23/191 Finances & Resources Committee (F&R) 1**

Due to the resignation of a Councillor a vacancy exists on the committee. Council asked to consider filling the vacancy.. It was **resolved** that Cllr Hulett be appointed to the F&R Committee vacancy.

**AGREED**

**23/192 HR COMMITTEE**

Cllr Burton having been elected chair of council creates a vacancy on the committee. The committee being only three cannot meet with a vacant position. It was **RESOLVED** that Cllr Hulett become the the third committee member.

**AGREED**

**23/193 BANKING MANDATE**

The Clerk explained changes to the mandate which would increase the number of signatories.on both Lloyds bank accounts to a minimum of 5 and the signatories on the Melton and The Cambridge accounts be increased to 4 signatories each. There was further discussion regarding emergency payments that the clerk could authorise in isolation. Not members had read the relevant documents and so it was **RESOLVED** to defer this item to the next full council.

**AGRED**

23/194

## BANKING ARRANGEMENTS & PAYMENTS

Cllr Merrick said that according to the Scheme of Delegation and the Finance & Resources Committee Terms of Reference Section 5, grant applications should be approved by full Council. She questioned whether a grant request had been received from the Hamdon Youth and Family Centre. Cllr Lyn Foley said there was a need to check with the Clerk, as recollection was only of a verbal request being made by Cllr John Bailey at a previous meeting during public questions. Cllr Mike Foley Referred to the Council's Grants Policy dated 3 March 2021 which stated that anyone requesting a grant needed to fill out a form for any grant to be considered..

**ACTION: Clerk**

23/195

### Parish Council Office

It was confirmed that the 6<sup>th</sup> October resolved to:

Approve up to £1,000 for the following

- Colour laser printer/scanner – up to £400
- 4g mobile router for internet access required to access all councils systems- up-to £100
- 1 month notice unlimited data simm – up to £20 per month.

### 23/196 Account Balances and Schedule of Payments

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

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

PKF Littlejohn	AGAR audit fee	£ 378.00
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Stable Print *	October newsletter	£ 210.00
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Evis GM *	Sept ground maintenance	£ 750.00
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Cloudy IT *	Office 365	£ 70.68
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Inwood Interiors	HYFC window repairs	£2,610.00
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L Foley	Fireproof safe for Unit 7	£ 257.98
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Reimbursement

L Foley	Road salt/grit 45 bags	£ 134.77
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Reimbursement

Ionos	Village website domain part charge	£ 30.36
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Reimbursement

Clerk

Total for approval by resolution	£4,441.79
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A member highlighted discrepancies in the reconciliation and it was suggested the full figures be verified. Council resolved to add the figures and payment schedule to the next full council in 2 weeks.

**AGREED**

**23/197 Exclusion of Press & Public**

Council resolved 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**

The clerk notified council of concerns after locating potentially irregular PAYE payments in 2021/22 & 2022/23. Council noted the comments.