

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 Full Council Meeting 6pm Wednesday 31st January 2024 No. 7 North Street Workshops

Present Cllr M Phillips (Chair), Cllr Michael Foley,, Cllr Suzanne Nelms, Cllr Moira Hulett, Cllr Middleton Cllr Dullaghan, Cllr Lewis, Cllr Gould
2 members of the public Mr Bailey, Mrs Foley

24/024 Recording of meetings

The chairman announced the meeting was being recorded and attention was drawn to the Councils policy on recording meetings.

24/025 Apologies for Absence.

Apologies were received and accepted from Cllr Holder.

AGREED

24/026 Declarations of Interest

Members gave standing declarations as per the register of interest which is available from the Clerk.

24/027 Minutes of Previous

Council RESOLVED to accept the minutes of full council held on 16th January 2024

24/028 Public Questions

Mr Bailey raised question about safeguarding and asked the council to minute the council were happy with the HYG policy. It was explained that whilst the council owned the building it was managed by the HYFC Trust who are obligated to ensure users have these policies are in place. Mr Bailey, Chair of HYG confirmed they would adhere to the agreed policies. A member of public stated papers released under a DSAR revealed in her opinion that a Trustee of the HYFC trust was not a fit person to hold any public position. The chairman advised this matter was being discussed latter in the agenda.

24/029 Human Resources (HR) Committee Vacancy

The clerk explained the TORs required HR members to be drawn from F&R. There were two members of F&R available Cllr Middleton& Cllr Foley There

was some discussion regarding conflict of interest. The clerk reminded members that interests were the responsibility of the individual and declared at the meeting and the agenda under discussion was to bring HR up to strength as it was currently unable to meet. It was improper to assume what the committee might need to do at a future meeting, and it had no bearing here.

Council **RESOLVED** to Defer the item to next meeting.

24/030 Council Office (Unit 7)

Council advised necessary items to make the new office a workable space continued with the following sourced, under budget:

Laser Printer, 4g Broadband Hub, Fire Safe, Document shredder, External lighting, Health & Safety lighting and signage.

The Clerk said there was more to do and it was difficult waiting for monthly meetings to authorise spending over £100 which is already delegated to the Clerk and Chair.

Council **RESOLVED** to delegate further spending from the remaining office equipment budget to the Clerk in consultation with the Chair. The council would be notified of all spending at the monthly meeting.

24/031 Fees & Charges

Council was asked to consider allowing parts of the council offices to be accessible to village groups for meetings or similar events at a small charge.

Council **RESOLVED** that a small charge would be acceptable as a donation towards running costs, subject to agreement with DofC.

24/032 Devolved Services

Council was asked to consider what level of funding it was prepared to commit in financial assistance to Somerset Council

Council agreed to consider this item as part of the budget debate at 24/037

24/033 Banking Mandate

Clerk advised mandate had been updated. Cllrs Hulett & Phillips we're now full power signatories, added to the banking mandate and now active.

24/034 Debit Card Use.

Some regular payments which are suited to a variable direct debit only have a single signature variable available on the required application.

Council resolved that clerk could use the debit card to setup up regular payments where no other options are available. Ionos & EDF authorised.

24/035 Finance

Council **RESOLVED** to approve schedule of payments

Pending Payments

Scribe Software *24/036	£1,139.00
Cloudy It x 2	£ 208.52
HMRC	£ 522.53
Mrs Foley	£ 257.98
Mrs Foley	£ 50.90
Mr N Bloomfield	£ 60.00
Somerset Council	£ 3,844.70

24/036 Scribe Accounts acquired

Noted by council

24/037 Budget Setting for 2024/2025

After some debate it was agreed to remove allocation for waste collection and gully clearance as this service hadn't been stopped and there was insufficient detail to increase the Precept.

The Council **RESOLVED** to approve its budget for 2024-2025 requiring a precept of £97,270.80, which equates to £126.85 pa for a Band D.

Property. An overall increase of 10.47% on the previous year. Budget summary appended to these minutes.

24/038 Motion to Exclude the Public

Due to the confidential nature of the items that followed council **RESOLVED** to exclude the public and press as discussion in public would be detrimental to the public interest as personal data would be disclosed.

Confidential minutes contains details of items 24/039-040

24/039 Financial Review.

Council **RESOLVED** to grant The Hamdon Youth group £2,196.15 from the Section 137 budget.

Council **RESOLVED** to grant The Hamdon Youth & Family Centre £1,152

24/040 Correspondence

Detail within confidential minutes

STOKE SUB HAMDON BUDGET 2024-25

Approved by Full Council 16.01.2024

EXPENDITURE

Item	Details	BUDGET 23/24	BUDGET 24/25	Change	% Inc/Dec Precept Allowance - Precept Required
Salary & Allowances	Salary	8,867.04	12,240.00	3hrs p/w increase+ 4.65.	38%
	Home Office Allowance	312.00	300.00	HMRC Figures	-4%
	Chair's Allowance	200.00	100.00	Discretionary	-50%
Administration	Training	300.00	1,500.00	Auditor recommended	400%
	Travel Expenses	50.00	100.00	Cllr/Staff merged lines	100%
	Internal/External Audits	718.00	850.00	Actual + inflation	18%
	Election Expenses	0.00	500.00	Necessary	
Banking Charges	Fees & associated costs	120.00	120.00	Fixed	0%
	Data Protection Licence	35.00	40.00	Inflationary increase	14%
Insurance	Council assets & Liability Cover	4,500.00	5,500.00	CPI above current	22%
Council Professional Membership	SALC/NALC Advisory Services	570.00	595.00	Need	4%
Public Works Loan (PWLb)	Hamdon Youth/Family Centre	9,549.70	9,549.00	FIXED	0%
Parish Council Office (Unit 7)	Utilities Gas/Electric/water	1,000.00	2,000.00	Estimated	100%
	Equipment/stationary	3,000.00	500.00	Need	-83%
Printing	Monthly Newsletter	2,520.00	2,800.00	Indexed increase	11%
IT/Comms/Website	Office 365 Licencing	0.00	850.00	Need	New
	Domain Hosting (IONOS)	0.00	208.80	Need	New
	Website Hosting (HugoFox)	0.00	288.00	Need	New
	Xmas Gifts/Nwsltrr Vols	200.00	200.00	Discretionary	0%
Accounts Management	Scribe Software Licence		660.00	Need	
Grants (max permitted £16,702)	Sect. 137	6,500.00	10,000.00	Based on previous years grants awarded	54%
Statutory Grants	Sect. 111	2,000.00	5,000.00	Based on previous Grants HYC/MH	150%
Recreation Ground Maintenance	Sports & Rec Trust (paid monthly)	4,000.00	4,000.00	Previously S.111	0%
Grounds Maintenance (3 yr contract)	Grass Cutting (paid monthly)	9,000.00	9,000.00	3 Year contract	0%
Allotments	Plot clearance as required.	500.00	500.00	Need	0%
Defibrillator x 2	Batteries & Pads		500.00	Need	
	Parish Lengthsman/Highway Steward	6,000.00	6,000.00	Need subject to change	0%
Play Equipment	Inspection fees	150.00	300.00	2 sites	100%
	Maintenance & Repair	1,000.00	1,500.00	Need	50%
Rental Payments (Duchy of Cornwall)	Recreation Ground	1,600.00	1,600.00	Need	0%
	Allotment Sites	380.00	380.00	Need	0%
Hamdon Youth Centre	Maintenance Costs	3,000.00	2,000.00	Estimated & Need	-33%
Survey	Full Structural Survey		1,500.00	Need to assess future fiscal need	
Somerset Council non-stat services	Contingency Funding	0.00	10,000.00	Non recurring payment. Need reviewed annually	
Parish Environment - Devolved Services	Drain/Gully Clearance	Removed		£1k per day private contract	
	Highways	Removed		Highway Steward under pilot	
	Dog Poo Bin upgrade	Removed		Estimated to replace and install	
	Dog/waste Collection	Removed		Estimated for existing and additional	
South West Coaches	Bus Subsidy	NEW	1,500.00	Subsidy cut budget	
Total		69,071.74	93,180.80		

EARMARKED RESERVES

General Reserve (GR)	6 Months budget (net) +/-10%				
Annual Transfer to EMR	Village Assets Reserve	5,400.00	5,000.00	HYC/Play Equipment/Monument/	-7%
EMR increased annually by at least RPI	Pavilion Reserve	2,400.00	2,600.00	Need assesd against currenrt replacement	8%
Council Projects	Village infrastructure Projects	1,500.00	1,500.00	To fund council projects	0%
Total		7,800.00	9,100.00		

EMR Increased (10% uplift 24/25)

EMR to be indexed year on year					
Budget Total			102,280.80		

INCOME

Precept					
Rents - Allotments	North Street	238.00	0.00	NIL income	-100%
	Furlands	187.00	0.00	NIL income	-100%
	Stonehill	244.80	0.00	NIL income	-100%
Allotment Non returnable Deposit		0.00	1,000.00	Ring fenced	
Bank Interest/investment		410.00	1,000.00		144%
VAT Refund		3,000.00	3,000.00		0%
Hamdon Youth Centre-Income		0.00	0.00	NIL income	
Sub Total		4,079.80	5,000.00		
Precept Req'd		85,062.74	97,280.80	Gross Increase	14%

Bank Accounts as at 5th JANUARY 2024

Lloyds Current A/C	55,324.30			Tax Base	3.53%
Lloyds Savings A/C	44,239.68			Net Increase	10.47%
Melton Building Society 100 Day Notice	33,428.96			Band 'D' Property 23-24	
Cambridge & Counties 5yr Fixed Bond	23,026.17			Band 'D' Property 24-25	£126.95
Total	156,019.11				

Ring Fenced Reserves (EMR)

Village Asset Reserve	25,000	30,400			
Pavilion Reserve	35,000	37,600			
Village Projects Infrastructure Reserve	10,000	11,500			
Skate Park Project Allocation	10,000	10,000	Agreed by Council		
Somerset Council Contingency	10,000	10,000	Review annually		