

**DRAFT**

# Whessoe Parish Council

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## MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 22<sup>nd</sup> July 2024, at 7.00 pm.

**Present:** Councillor D Woodley (Chair)                      Councillor A Blanchard  
                  Councillor F Minay                                      Councillor T Musson  
                  Councillor S Patterson

Borough Councillor R Lawley  
Parish Clerk – B Goldfinch

MINUTE NO.	ITEM	ACTION
18.24	<p><b><u>Introduction</u></b> <b><u>Apologies for Absence</u></b></p> <p>Apologies were received from Councillors S Goldfinch (Vice Chair) and C Stewart. The reasons for their absences were accepted.</p>	
19.24	<p><b><u>Public Participation</u></b></p> <p>None.</p>	
20.24	<p><b><u>Declarations of Interest</u></b></p> <p>There were none.</p>	
21.24	<p><b><u>Minutes of the Annual Meeting of Whessoe Parish Council – 22<sup>nd</sup> May 2024</u></b></p> <p>The Minutes of the Meeting of Whessoe Parish Council held on the 22<sup>nd</sup> May 2024 were presented.</p> <p>The Council <b>RESOLVED</b> that the Minutes of the Meeting of Whessoe Parish Council held on the 22<sup>nd</sup> May 2024 be approved.</p> <p><b><u>Minutes of the Annual Parish Meeting of Whessoe Parish – 22<sup>nd</sup> May 2024</u></b></p> <p>The minutes of the Annual Parish Meeting held on 22<sup>nd</sup> May 2024 were presented.</p> <p>The Council <b>RESOLVED</b> that the minutes of the Annual Parish Meeting held on 22<sup>nd</sup> May 2024 be approved.</p> <p><b><u>Action Points</u></b></p> <p>All actions are covered in the Agenda.</p>	

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<b>22.24</b>	<p><b><u>Planning</u></b></p> <p><b>Planning Applications Log</b> The Council <b>RESOLVED</b> to note the planning applications log.</p> <p><b>Dog mess in the Parish</b> The Council discussed possible actions to take to resolve the issue and will if necessary take it up again with the Borough Council.</p>																	
<b>23.24</b>	<p><b><u>Parish Councillor Vacancy</u></b></p> <p>There are currently no vacancies.</p>																	
<b>24.24</b>	<p><b><u>Clerk &amp; Responsible Finance Officer</u></b></p> <p><b>Staffing Committee Update</b> - Nothing to report at present.</p>																	
<b>25.24</b>	<p><b><u>Finance</u></b></p> <p><b>Asset Register</b> The Council <b>RESOLVED</b> to approve the revised asset register.</p> <p><b>Bank Reconciliation May and June 2024</b> Councillors Patterson and Minay reconciled the bank account against the cashbook on 21<sup>st</sup> June and 9<sup>th</sup> July 2024 respectively.</p> <p><b>Quarterly Audit</b> The first quarterly audit had not yet taken place. The Clerk will arrange for it to take place as quickly as possible.</p> <p><b>Quiz Night Income</b> The Council asked the Clerk to devise an auditable process for recording the proceeds from quiz nights that can be electronically reported to Council members for transparency.</p> <p><b>Financial/Budget Statement to 30<sup>th</sup> June 2024</b> The Clerk presented the Financial Statement for the period.</p> <p>Receipts totalled <b>£13,815</b> of which £11,880 came from the precept. The Council spent <b>£6,970</b> to the end of the period.</p> <p><b>Payments more than £100 are as follow.</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Date Paid</th> <th style="width: 45%;">Transaction Detail</th> <th style="width: 15%;">Total</th> <th style="width: 25%;">Payee Name</th> </tr> </thead> <tbody> <tr> <td>05/04/2024</td> <td>Accounting Software Subscription</td> <td style="text-align: right;">£ 230.40</td> <td>Rialtas Business Solutions</td> </tr> <tr> <td>07/04/2024</td> <td>Internal Audit</td> <td style="text-align: right;">£ 100.00</td> <td>Kevin Pearce</td> </tr> <tr> <td>17/04/2024</td> <td>Gas March</td> <td style="text-align: right;">£ 167.11</td> <td>EDF</td> </tr> </tbody> </table>	Date Paid	Transaction Detail	Total	Payee Name	05/04/2024	Accounting Software Subscription	£ 230.40	Rialtas Business Solutions	07/04/2024	Internal Audit	£ 100.00	Kevin Pearce	17/04/2024	Gas March	£ 167.11	EDF	<p>Clerk</p> <p>Clerk</p>
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	07/05/2024	Grounds Maintenance	£ 1,115.10	Cleanzone	
	07/05/2024	NALC/CDALC Subscription	£ 245.26	CDALC	
	17/05/2024	Insurance	£ 663.46	Zurich Municipal	
	17/05/2024	Gas April	£ 106.19	EDF	
	04/06/2024	Smoke and Fire Alarms	£ 234.00	M H Gorman	
	13/06/2024	Grounds Maintenance	£ 391.00	Cleanzone	
	13/06/2024	Hall Booking Subscription	£ 265.00	Hallmaster	
	21/06/2024	Balloonist Entertainer	£ 165.00	A P Young	
	21/06/2024	Band for summer event	£ 320.00	Will Jackson	
	28/06/2024	PAYE Q1	£ 388.60	HMRC	
	28/06/2024	Clerks Salary Q1	£ 1,554.90	Clerk	
	The Parish Council <b>RESOLVED</b> to note the financial/budget report to 30 <sup>th</sup> June 2024.				
<b>26.24</b>	<b>Annual Governance and Accountability Return (AGAR)</b> <ul style="list-style-type: none"> <li>• The relevant documents were sent to Mazars, our external auditor on 3<sup>rd</sup> June 2024.</li> <li>• The Notice of appointment of date for the exercise of public rights expired on 15<sup>th</sup> July. There were no requests to view the accounts.</li> </ul>				
<b>27.24</b>	<u><b>Policies</b></u>  <b>Financial Regulations Review</b>  The Council reviewed this policy which has been rewritten by NALC. They agreed to some changes and asked the Clerk to review some of the paragraphs with Councillor Goldfinch and bring an amended document back to the next Council meeting.  <b>Fire Risk Assessment and Health and Safety Risk Assessment</b>  Councillor Goldfinch has amended these documents and will be presenting them to the next hall Committee. They will be brought back to the next Council meeting for final approval.				Clerk/SG
<b>28.24</b>	<u><b>Correspondence</b></u>  <b>Clerks and Councils Direct</b> was passed to Councillor Woodley.  <b>Support for safety of Lithium Batteries</b> <ul style="list-style-type: none"> <li>• The Council discussed the proposal from Lord Foster asking councils to support their campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal. The Council discussed the proposal and <b>RESOLVED</b> not to support this campaign.</li> </ul> <b>Fund raising through recycling</b>				

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	<ul style="list-style-type: none"><li>The Council discussed a proposal from “Fund raise recycle” to engage the community in recycling unwanted clothes, shoes, and textiles whilst at the same time raising funds for your organisation. The Council <b>RESOLVED</b> to reject this proposal because the hall is not visible enough in the community and there is too much competition from local and national charities in the area.</li></ul>	
<b>29.24</b>	<b><u>Events and Training</u></b>  The Council noted the events and training logs.	
<b>30.24</b>	<b><u>Marketing and social media</u></b>  Councillor Goldfinch had given Councillor Blanchard administrator rights on the Council’s Facebook page.	
<b>31.24</b>	<b><u>Whessoe Parish Hall Committee</u></b>  The Hall Committee met on 11 <sup>th</sup> June 2024.  An update was provided by the Clerk. <ul style="list-style-type: none"><li>The Committee is reviewing hire charges to inform next year’s budget plan.</li><li>Grant funding will have to be sought to implement the results of the condition survey.</li><li>The Committee decided that the continued maintenance of the Green was unsustainable and would not be renewing the lease.</li></ul> <b><u>Contracts</u></b> <ul style="list-style-type: none"><li>There were no changes of substance to the report at the last Council meeting on contracts except that smoke alarms had been fitted throughout the hall.</li></ul> <b>Hall bookings</b> <ul style="list-style-type: none"><li>Unchanged from the report at the last Council meeting.</li></ul>	
<b>32.24</b>	<b><u>Whessoe Parish Social Committee</u></b>  The Social Committee met on 12 <sup>th</sup> June 2024. Councillor Minay provided an update.  <b>Quiz Nights</b>  Dates for Quiz nights have been scheduled and volunteers to host each one have been identified.	

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	<p><b>Summer Event</b></p> <p>This took place on Saturday 20<sup>th</sup> July on the Green. Both entertainers were very good, and the weather stayed fine. Borough Councillor Lawley had agreed to fund the event. POST MEETING NOTE: The Grant Funding was received, with thanks, on 29<sup>th</sup> July.</p> <p><b>Christmas Party</b></p> <p>The party will take place at the hall on Saturday 7<sup>th</sup> December 2024. The Committee is seeking a different entertainer to previous year</p>	
<b>33.24</b>	<p><b><u>Date of future meetings at 7pm unless stated otherwise:</u></b></p> <p>Parish Council Meeting – Monday, 23<sup>rd</sup> September 2024 Budget &amp; Precept Setting Meeting – Monday 25<sup>th</sup> November 2024 Parish Council Meeting – Monday, 27<sup>th</sup> January 2025 Parish Council Meeting – Monday, 24<sup>th</sup> March 2025 Annual Meeting – Wednesday 21<sup>st</sup> May 2025</p> <p><b>Annual Parish Meeting:</b> Annual Parish Meeting – Wednesday 21<sup>st</sup> May 2025 – 6.30 pm to 7.00 pm</p> <p>The Council <b>RESOLVED</b> that the Parish Council will meet on the above dates during 2024-5.</p>	

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