

INGOLDSBY PARISH COUNCIL MEETING

Dear Councillor

You are summoned to attend **the Ingoldsby Parish Council** meeting to be held on **Wednesday 19 April 2023 at 8.15pm** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

The meeting will be preceded by a public forum, when members of the public may ask questions or make short statements to the Council, which commences at **8.00pm**. Parishioners who are unable to attend the meeting are welcome to submit any comments or questions to the Clerk at ingoldsbycclerk@hotmail.co.uk.



Clerk to the Council

Date: 14 April 2023

- 1) **WELCOME REMARKS BY THE CHAIR**
- 2) **PRESENT**
- 3) **APOLOGIES**
 - a) Apologies for absence and reasons given.
- 4) **DECLARATIONS OF PECUNIARY INTEREST & DISPENSATIONS**

To receive reports on members' disclosable pecuniary interests in relation to the agenda and any dispensations in accordance with the Localism Act 2011.
- 5) **SIGNING OF THE MINUTES**
 - a) To resolve to accept the Clerk's notes of the Parish Council Meeting on Wednesday 15 March 2023.
 - b) To resolve to approve an amendment to the February minutes (minute reference 22/071 c, item relating to the payment to the PCC for grass-cutting services).
- 6) **YEAR END FINANCE**
 - a) Year End Budget Review

In terms of income, the Parish Council received 16% more income than predicted in the budget and this is primarily due to the amount of the VAT refund and the higher interest payments after the second quarter.

In terms of expenditure, the Parish Council spent 99% of the budget. The annual budget figure sits at £6826.00 with an actual spend of £6767.25. There are however, certain budget heads that are significantly over-spent. It is recommended that the Council makes the following amendments to the budget to reduce the likelihood of significant variances in the audit process.

Only 70% of the Section 137 budget was spent and £285.00 could be diverted to other budget heads; £170.00 to the Clerk's salary which is currently over budget by 6%, £90.00 to the village hall which is currently over-budget by 45% and £25.00 to Autela Payroll Services which is over-budget by 20%. This action brings the Clerk's salary and the village hall budget heads within budget. Autela Payroll Services still sits at 5% over budget. The BT budget head currently sits at 96% and moving £15.00 to Autela Payroll Services will bring this budget head within budget bringing all budget heads within budget.

- b) To note the current bank balances as of 31 March 2023.

Savings Account	7372.17
Current Account	191.21 70.00 261.21
Uncleared Payments	Nil
Uncleared Income	Nil
TOTAL	7633.38
Cashbook Total	7633.38
Bank Reconciliation (spreadsheet) on 31 March 2023	7633.38

- c) No income received between 8 March and 31 March 2023.

- d) To note the expenditure to be paid in line with the approved list of Regular payments between 8 March and 31 March 2023, or for approval.

Clerk's salary, March 2023	203.71
Bank Charges, March 2023	5.00
BT Group, March 2023	32.34
Village Hall Annual Hire	223.13
Autela Payroll Services 11062, Q4.	83.27
TOTAL	547.45

- e) Record of reserves as of 31 March 2023.

Earmarked Reserves	
Elections	1774.74
Defibrillator	1400.00
Laptop	150.00
Community Improvements	3748.31
Reserves 'not earmarked'	299.12
TOTAL per savings account	7372.17

- f) To resolve to approve the end of year account (cashbook to be signed and dated by the Chairman) & RFO.

- g) AGAR/External Audit 2022/2023

- i) Dates of the Public Rights Period, Period of Inspection (27 June – 5 August 2022).
- ii) Internal Audit.
- iii) To sign and date the exemption certificate as a smaller authority (with income and expenditure not exceeding £25,000 in the year ending 31 March 2022) which is therefore exempt from a limited assurance review (external audit). Page 3 of 6 of the AGAR.
Note: This form must be received by PKF Littlejohn by no later than 30 June 2023.
Action: Copy of the form to be emailed to the Clerk.
- iv) To resolve to approve the Annual Governance Statement (Section 1, page 5 of 6) of the Annual Return (AGAR). To be signed and dated by the RFO and Chairman with minute reference.
- v) To resolve to approve the Accounting Statements (AGAR, Section 2, page 6 of 6). To be signed and dated by the Chairman with minute reference.
- vi) Compliance with Transparency Code.
- vii) VAT reclaim form.

7) FINANCE (New Financial Year, 1 April 2023)

- a) To resolve to approve the 'approved list of payments for 2023/24' in line with the budget agreed November 2022. Items of note; LIST

LIST OF REGULAR PAYMENTS
This list of regular payments is approved by Financial Regulations. If it necessary to make payment to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998 and the due date for the payment is before the next scheduled meeting of the Council, where the Clerk and RFO certify that there is no dispute or other reason to delay the payment, provided that a list of all such payments shall be submitted to the next appropriate meeting of the council.
Clerk's monthly salary up to the budgeted annual sum of £2865.00. Overtime and annual leave above and beyond the 8 contracted hours per month must first be approved at the next meeting of the Parish Council. Clerk to receive annually agreed payment of £100.00 for use of own computer, printing equipment and anti-virus software.
Payments to Autela Payroll Services Limited for services rendered not exceeding the budgeted amount of £215.00.
Payments to the Village Hall for hall hire not exceeding the budgeted amount £305.00 for cupboard storage and annual hire for meeting purposes.
Annual subscriptions to LALC and the ICO not exceeding the budgeted amount of £125.00.
Insurance not exceeding the budgeted amount of £251.00.
The internal audit fee not exceeding £88.00.
Payments for gardening services to St. Bartholomew's churchyard not exceeding the budgeted amount of £500.00. Additional payments above the budgeted amount must be applied for in writing.
Payments to the Community Heartbeat Trust for the defibrillator annual maintenance package and other related annual services not exceeding the budgeted amount of £226.00.
Payments to the PCC for the annual renewal of the garden waste service to be paid by direct debit annual for an amount not exceeding £60.00.
Payments to BT to be paid by direct debit for the amount billed. Budget head is £390.00.
Payments for office equipment, stationery and training not exceeding the budgeted amount of £885.00.
Section 137 expenditure (including £50.00 for the RBL) not exceeding the budgeted amount of £950.00.
Monthly bank fees of £5.00.

- b) Record of reserves as of 13 March 2023.

Earmarked Reserves	
Elections	1774.74 (2074.74)
Defibrillator	1400.00
Laptop	150.00 (300.00)
Community Improvements	3748.31
TOTAL EARMARKED	7372.17 (7523.05)
TOTAL NOT EARMARKED	TBC
SAVINGS ACCOUNT TOTAL	6380.31

- c) To note the current bank balances as of 13 April 2023.

Current Account	827.81
Savings Account	6380.31
TOTAL	7208.12

d) To note the income received between 1 April 2023 and 13 April 2023

Interest (April)	
April Interest	8.14
Total	8.14

e) To note the expenditure to be paid in line with the approved list of Regular payments between 1 April 2023 and 13 April 2023, or for approval.

Detail	Price	VAT	Total
ICO annual fee	35.00	0.00	35.00
Mugs, DASH UK, (Coronation), Section 137	332.00	66.40	398.40
Ink & Stationery	111.85	0.00	111.85
LALC annual member subscription	87.60	0.00	87.60
LALC annual training subscription	108.00	0.00	108.00
Computer fee (annual)	100.00	0.00	100.00
Village Hall (annual fee for storage)	60.00	0.00	60.00
Bank Charges, April 2023	TBC	0.00	TBC
BT, April 2023	TBC	0.00	TBC
Community Heartbeat Trust (annual maintenance package)	126.00	0.00	126.00
Community Heartbeat Trust (VETS scheme)	100.00	0.00	100.00
Clerk's Salary APRIL	TBC	0.00	TBC
TOTAL	TBC	TBC	TBC

f) To resolve to approve the monthly income and expenditure accounts for April 2023.

g) Risk Assessment (April 2023)

h) Insurance renewal

i) S137, 2023/2024

8) **DATE AND TIME OF NEXT MEETING**

9) **CLOSED SESSION** *(if required)*

Parishioners requiring a more detailed version of the agenda or explanation as to content are asked to contact the Clerk in the first instance by email. Contact details are listed above.