

STALMINE-WITH-STAYNALL PARISH COUNCIL

This meeting may be being recorded by the council, members of the public or the press.

Prior to the start of the meeting the chair will make an announcement to confirm if anyone present intends to record proceedings.

It is important to note that those intending to record do not have to indicate as such but are required to do this in a way that is not disruptive of the meeting and does not focus on the public gallery.

Members of the public participating in the meeting (e.g., making deputations, asking questions, making oral protests) should be aware that they may be filmed, recorded or reported on. If any member of the public speaking at the meeting does not wish to be recorded, they should let the chair of the meeting know."The chair of the meeting has the discretion to terminate or suspend filming or recording, if in their opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual or may lead to the breach of a legal obligation by the council.

9th May 2024

Dear Councillor

You are hereby summoned to attend the May Annual Meeting of Stalmine-with-Staynall Parish Council on Tuesday 14 May at **7.00pm** at the Village Hall, Stalmine.



Debbie Smith
Clerk to the Council

A G E N D A

1 Election of Chair for the 2024/25 civic year

Councillors are asked **to elect** the chair of the council.

2 Election of Deputy Chair for the 2024/25 civic year

Councillors are asked **to elect** the deputy chair of the council.

3 Election of Planning Ambassador for the 2024/25 civic year

Councillors are asked **to elect** the planning ambassador of the council.

4 Apologies for absence

5 Declaration of interests and dispensations

To receive disclosures of pecuniary and non-pecuniary interests and to consider any requests from councillors for dispensations on matters to be considered at the meeting.

6 Minutes of the last meeting

Councillors are asked **to note** the minutes of the meeting held on 9 April 2024 (**emailed**).

7 Public participation

When dealing with public participation there is no obligation to respond immediately to comments made. Members of the public are reminded that only items on the agenda should be raised at the meeting. Any other items should be raised outside the meeting either with a councillor or with the clerk. The chair will ask councillors to agree to adjourn the meeting to allow non-councillors to speak and will reconvene the meeting on the conclusion of public participation.

8 Planning

Councillors are asked to consider the following application and confirm whether they wish to make any comments.

Application Number: 24/00333/FUL

Proposal: Proposed detached garage

Location: Dansons Farm Staynall Lane Hambleton Poulton-Le-Fylde Lancashire

9 Finance

Councillors are asked:

To note the following receipts in April

Precept for 2024/25 (please note precept less poll expenses £122.65)	£40,080.35
VAT Claim for QRT4 of Civic year 2023/24	£2,658.71

b) To approve the following payments

April 2024 payroll paid in May	£1,167.43
Clerk's homeworking April 2024	£18.00
Lengths man expenses (April millage & petrol)	£48.13
MS Garden Maintenance Invoice # 0088	£420.00
MS Garden Maintenance expenses for April	£14.25
Clerks SLCC Membership	£183.00
Wyre Brough annual playground inspections April 24-March 25	£1,200.00
Clear Councils (formally known as BHIB) Annual council insurance	£755.21
LALC Membership (NALC/LALC/Contribution to area secretary)	£349.71
Towers & Gornall (payroll for Jan 24 – Mar 24)	£117.60
SLCC (training for the clerk introduction to CILCA)	£60.00
SLCC (training for the clerk operation London Bridge)	£36.00
LALC (breakthrough training for Cllr J. Bell-Fairclough)	£30.00
Jan Finch (internal audit fee)	£175.00
Debbie Smith (Reimbursement of new padlock)	£35.52

c) To note the following payments by direct debit:

Easy Websites (monthly hosting fee)	£40.92
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d) To note the statement of accounts for month ending 30 April will be provided at the meeting.

10 Annual Governance and Accountability Return 2023/24

Councillors are asked **to consider and approve**:

i) Section 1 – Annual Governance Statement 2023/24

ii) Section 2 – Accounting Statements for the year ended 31 March 2024. This has been prepared and signed by the Responsible Financial Officer (RFO/clerk) as confirmation that the accounts have been prepared on a receipts and payments basis. Once approved by resolution of the full council, the form is dated and signed by the chairman to confirm that the accounts have been approved by the council.

In addition, councillors are asked and to note that the internal auditor conducted the audit week commencing 1 April (report is **emailed**). Councillors are asked **to consider and approve** the report and recommendations

iii) Councillors are asked **to approve** the dates for the notification of public rights to inspect the unaudited accounts as being the period between 3 June 2024 and 12 July 2024.

11 Auditors Recommendations

Councillors are asked to consider and **resolve** the auditor's recommendations below (information will be provided by the clerk and respond to any questions).

i) Ensure that all receipts are supported by a remittance advice or other supporting document. Ensure that, for all payments, there is a clear audit trail from invoice to agenda and approval recorded in the minutes, to the cheque or bank transfer, bank statement and cash book.

ii) Ensure that all the required forms are completed fully and provided in the file. (Please note this recommendation relates to the authorising payments forms)

iii) Ensure that all the required forms are completed fully and provided in the file. NALC Model Financial Regulations adopted by the Council contain the following provision at 6.20. Any corporate credit card or trade account opened by the council will be restricted to use by the Clerk and RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances. Given the number of reimbursement claims made by the Clerk the Council should consider obtaining such a card and setting up business accounts where a company is used regularly such as Amazon.

iv) Ensure that the budget and precept decision minutes are clearly headed. Minute 109 is headed Projects for 2024/25 rather than Budget and Precept for 2024/25.

v) Ensure all changes to the contract of employment are put in writing to the staff members and signed by either the Clerk or the chair.

vi) Consider changing the format of the asset register so that additions and disposals can be more easily tracked. The Council uses current value rather than original cost to value its assets. The Council should adopt a policy on how it will value its assets. Either original value or current value is acceptable but the policy will ensure the same basis is used consistently.

vii) Consider moving to a "gov.uk" domain to demonstrate the council's official local government status. Ensure all councillors use the official parish council email address

viii) Ensure the correct form to notify the public of the accounts is unaudited is used in future. Minute the relevant dates when approving the AGAR.

12 Calendar of Parish Council meetings for the 2024/25 civic year

Councillors are asked to approve the dates of the meetings for the 2024/25 civic year:

11th June 2024 / 9th July 2024 / 10th September 2024 / 8th October 2024 / 12th November 2024 / 10th December 2024 / 14th January 2025 / 11th February 2025 / 11th March 2025 / 8th April 2025 / 13th May 2025

Councillors are to note there is no meeting in August, once the dates have been approved the dates will be confirmed by the village hall and a full annual invoice for the rental of the meeting room will be provided.

13 Carpark barrier rota

Councillors are asked to discuss and **resolve** the on-going issues of the opening and closing of the barrier (information will be provided by the clerk at the meeting). Councillors are asked to discuss and **resolve** on the persons opening and closing the carpark barrier, and for the barrier rota to be completed for May and June. Please note Cllr members are asked to bring calendar details of when they are available/not available.

14 Wyre Area Committee

Councillors are asked to read the letter from the chair of the Wyre Area Committee (emailed), and **resolve** which members of the council will be representing at meetings. The clerk will then provide any contact information to the secretary of the Wyre Area Committee.

15 Operation London Bridge Policy

Councillors are asked to discuss and resolve the decisions on the protocol Operation London Bridge (death of the sovereign) (the out-dated protocol has been emailed). The clerk will then up-date the protocol for it to be **adopted** at the next meeting.

ITEMS FOR INFORMATION ONLY

16 Reports from outside bodies

An opportunity for external group representatives to update the council on recent events.

17 Clerk's report

An update from the clerk has been **emailed**.

18 Wyre councillor report

An opportunity for Wyre councillors to provide an update.

19 Questions to councillors

An opportunity for councillors to ask another councillor a question.

20 Date and time of next meeting

Councillors are asked to raise matters to be included on the agenda for the next meeting of the Parish Council either at the meeting or by notifying the clerk at least 10 days prior to the next meeting (**Friday 31 May at the latest**), with a summary of the reason for raising the matter.

The next meeting of the Parish Council is proposed for **Tuesday 11 June 2024** at 7.00pm.