

# Dalton Parish Council

## Minutes of the Dalton Parish Council meeting acting as Sole Trustee to Sunnyside Community Centre "The Charity". 28<sup>th</sup> April 2022

Members: D Pickering, S Pickering, C Malia, R Gleadhall, M Gleadhall, B Boyle, K Oxley, R Fox, I C Barron and M Bray

**In Attendance: J Holsey (Clerk) and R Chico (Clerk)**

**63 To receive apologies for absence given in advance of the meeting**

Cllrs Botham and Carrington

**64 To consider approval of reasons given for absence**

**Resolved: that reasons for absence are approved**

**65 To receive any declarations of interest on items to be discussed on the agenda**

None

**66 To approve the minutes of the Charity Meeting held on 20<sup>th</sup> January 2022**

**Resolved: that the minutes were approved**

**67 To resolve if members of the press and public are to be excluded from any agenda items of the meeting due to the nature of the business to be transacted. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2))**

None

**68 To receive a verbal update from the Clerk regarding matters from previous meetings**

**68.1** Fire Risk Assessment has been undertaken and fire alarm has been fitted

**69 To note any issues from members of the public in attendance**

None

**70 To consider financial matters including: -**

**70.1** The authorisation of payment of accounts from 20<sup>th</sup> January 2022 to date

**Resolved: that the payments below were authorised: -**



# Dalton Parish Council

Cheque Ref	Date Paid	Transaction Details	Amount	Payee Name
DD	14/01/2022	Bank Charges	£8.60	HSBC
100202	27/01/2022	Refund Part deposit	£35.00	Mrs S Bi
100203	27/01/2022	Deposit Refund	£50.00	L Bullock
DD	07/02/2022	Stop Cheque Fee	£10.00	HSBC
DD	09/02/2022	Water Bill	£160.71	Business Stream
DD	14/02/2022	Bank Charges	£6.60	HSBC
100205	14/02/2022	Cleaning Materials	£166.50	Ace Janitorial
100206	14/02/2022	New Hoover	£505.62	Ace Janitorial
100204	14/02/2022	Transfer to New Acc	#####	Unity Bank
100208	16/02/2022	New Fuse Board	£580.00	MD Staniforth Electrical
100209	16/02/2022	Lighting Repairs	£530.50	Md Staniforth
DD	22/02/2022	Electric	£357.22	British Gas
DD	25/02/2022	Gas	£386.28	British Gas
DD	17/03/2022	Bank Charges	£6.20	HSBC
DD	21/03/2022	Electric	£60.19	British Gas
DD	25/03/2022	Gas	£315.26	British Gas
BACS	25/03/2022	Refund - Cancellation	£75.00	K Khawaja
BACS	25/03/2022	Refund Cancellation	£50.00	K Khawaja
BACS	25/03/2022	Refund Cancellation	£30.00	AJ Astbury
BACS	25/03/2022	Refund Cancellation	£50.00	AJ Astbury
BACS	25/03/2022	Porch	£3,695.00	Don Valley Windows
BACS	25/03/2022	Deposit Refund	£50.00	N Akhtar
BACS	25/03/2022	Deposit Refund	£50.00	S Smith
DD	31/03/2022	Bank Charges	£18.00	Unity Bank
300001	12/04/2022	Decorating Costs	£2,120.00	CJ Carley
300002	12/04/2022	Accountancy Fee	£300.00	VAR
300003	12/04/2022	Deposit Refund	£50.00	Miss R Warcup
300004	25/04/2022	Floor Refurb	£2,482.00	Floor Angels
300005	25/04/2022	DPC - Paid in error	£88.00	DPC
DD	27/04/2022	Gas	£220.83	British Gas
DD	26/04/2022	Electric	£238.90	British Gas
300006	25/04/2022	Deposit Refund	£50.00	EL Manns
300007	25/04/2022	Deposit Refund	£50.00	Z Coulthard
300008	25/04/2022	Deposit Refund	£50.00	M Lawan



# Dalton Parish Council

**70.2 Bank Reconciliation for 31<sup>st</sup> December 2021, 31<sup>st</sup> January 2022 and 28<sup>th</sup> February 2022**

**Resolved:** - That the Bank reconciliations for 31<sup>st</sup> December 2021, 31<sup>st</sup> January 2022 and 28<sup>th</sup> February 2022 be received and the bank statements signed.

**70.3 Confirmation of payment schedules for 31<sup>st</sup> December 2021- 28<sup>th</sup> February 2022**

**Resolved:** - That the payment schedules for 31<sup>st</sup> December 2021- 28<sup>th</sup> February 2022,

**70.4 Confirmation of receipt schedules from 31<sup>st</sup> December 2021- 28<sup>th</sup> February 2022**

**Resolved:** - That the receipt schedules from 31<sup>st</sup> December 2021 – 28<sup>th</sup> February 2022, distributed as an appendices prior to the meeting be received.

**Cllr I C Barron Arrived 8.15pm followed by Cllr M Bray at 18.20pm**

**70.5 To appoint two councillors to undertake internal control review for the charity**

**Resolved:** that the internal control review be undertaken by Cllr D Pickering and Cllr C Malia, date to be agreed for June 2022

- 71 To consider request for alteration to remaining shower room at Sunnyside community centre to provide storage facilities for the community café and social supermarket and take further action where necessary**

A summary of the intended works was read out from an email that the clerk had received from the community café/social supermarket which also expressed their thanks for the support received from the Parish Council. It was noted that the room was required for storage purposes only, with shelving to be erected and no electrical installation. Showers to remain in situ.

**Resolved:** that the remaining shower room be used for further storage, subject to no electrical installation, showers remaining in situ and that the room is returned to its present state should the community café/social supermarket dissolve at any point in the future

- 72 To notify the Parish Clerk for any matters for inclusion on a future agenda**

Members advised to contact the clerk with any items for a future agenda

- 73 To note the date of the next Charity Meeting: -**

**21<sup>st</sup> July 2022 at 6.00pm, prior to the ordinary meeting.**

**The meeting was closed at 18.25pm**

**Chairperson.....**  **Date 21<sup>st</sup> July 2022**

# Dalton Parish Council

## Minutes of the Ordinary Meeting of Dalton Parish Council at 6.30pm 16<sup>th</sup> June 2022 held at Dalton Parish Hall

Members: Cllrs D Pickering (Vice-Chair, acting chair for meeting), S Pickering, M Bray, C Barron, C Malia, P Botham, K Oxley, J Workman

In Attendance: J Holsey (Clerk), R Chico (Clerk)

**6035 To receive apologies for absence given in advance of the meeting**

Cllrs M Gleadhall, R Gleadhall, J Carrington

**6036 To consider the approval of reasons given for absence**

**Resolved:** That reasons for absence are approved

**6037 To note any declarations of interest on items to be discussed at this meeting**

None

**6038 To approve the minutes of the Council meeting held on 19<sup>th</sup> May 2022**

Subject to amending D.Pickering as Vice-chair

**Resolved:** The minutes were accepted as a true record

**6039 To note minutes of Sunnyside committee meeting**

**Resolved:** The minutes were noted

**6040 To note minutes of Finance and Employment committee meeting**

**Resolved:** The minutes were noted

**6041 To resolve if members of the press and public are to be excluded from any agenda items of the meeting due to the nature of the business to be transacted. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2))**

None

**6042 To note any issues from members of the public in attendance**

None in attendance

**6043 To consider any community matters from Councillors**

Cllr had raised the issue of fly tipping. Clerks have requested an enforcement officer to attend a future meeting.

**6044 To receive an update from the Police**

No police in attendance



# Dalton Parish Council

- 6045 To receive a verbal Clerk update regarding matters from previous meetings**  
**6045.1 Review of Gala**  
**6045.1.1 Final budget**

It was noted the gala had all taken place within the assigned budget of £10000

**6045.1.2 To confirm the donations received**

Councillors were given a report of costings and donations received

**6045.1.2.1 To confirm use for donations funds**

**Resolved : Donation funds to be used toward the community cafe**

**6045.1.3 To approve overtime hours**

**Resolved : Overtime hours approved for staff and to be either paid or taken as time of lieu**

**6045.1.4 To confirm any other payments in relation to the gala**

**Resolved : Payment of £100.00 to be made to Sunnyside allotment society as a thank you for the clearing of the path**

**6045.1.5 Chair thanks to all councillors, volunteers and staff**

Thanks were given to everyone involved in a successful event

**6045.1.6 Recommendations for changes**

Possible car show, further food stalls. It was noted that due to the dates many organisations were already booked due to the popularity of the date.

**6046 To consider financial matters including: -**

**6046.1 The authorisation of payment of accounts since the last meeting  
(distributed at the meeting)**

**Resolved : The payments of accounts were authorised**

DD	Litter Picker Mobiles	07/06/22	£23.14	EE and T.Mobile
DD	Pension Fee	03/06/22	£18.00	Smart Pension
DD	Pension	12/06/22	£762.67	Smart Pension
DD	Pension	17/06/22	£1,805.21	SYPS
DD	Bill for 20/4-20/5	19/06/22	£67.27	O2
DD	Bank Charges	22/06/22	£8.00	HSBC
DD	Electric 08/05-7/6	22/06/22	£127.29	British Gas
DD	Gas 1/3/22-24/5/22	11/06/22	£382.01	SSE
DD	Grass Cutting Contract	26/06/22	£1,314.48	RMBC
DD	Telephone & Broadband	28/06/22	£119.60	XLN Telecom

# Dalton Parish Council

DD	Copying Charges	30/06/22	£19.46	Copy Print Scan Limited
BACS	New Camera & Cage	26/06/22	£540.00	PN Alarms Ltd
BACS	Sanitary Services	26/06/22	£585.90	Eden Washroom
BACS	Tree Maintenance BLA	26/06/22	£348.00	M & L Tree Services Ltd
BACS	Cleaning Products	26/06/22	£12.67	Ace Janitorial
BACS	Cleaning Products	26/06/22	£346.44	Ace Janitorial
BACS	Bus for Gala	26/06/22	£500.00	SYTM
BACS	Audit	26/06/22	£444.50	P Parkin Ltd
BACS	Expenses	26/06/22	£202.10	JHolsey
BACS	Lease Brecks Lane Allotments	26/06/22	£190.00	RMBC
BACS	PAYE	26/05/22	£1,049.34	HMRC
BACS	Memo of Fees	26/05/22	£36.00	R Ogle
BACS	Memo of Fees	26/05/22	£54.00	R Ogle
BACS	Salaries for May	26/05/22	£4,188.51	Various
BACS	Toilets for Gala	26/05/22	£282.00	Green Toilet Co
BACS	Inflatables/Stage for Gala	27/05/22	£5,821.80	DB Entertainment
DD	Bank Charges	30/06/22	£33.90	Unity Trust Bank

**6046.2 To consider a grant application for Leverton Way**

**Resolved : Grant to be given for £1000 with a report of spend**

**6046.3 To confirm and review the bank statement to 30th April 2022**

**Resolved : Bank statement reviewed and confirmed to 30<sup>th</sup> April 2022**

**6046.4 To receive and approve the Community Infrastructure Levy (CILS) monitoring form 121B for the financial year 2021/2022**

**Resolved : The CILS monitoring form 121B for the financial year 2021/22 was approved**

**6046.5 To note the Fixed Assets Register figure for 2021/2022 included on page 5 of the Annual Governance and Accountability Return (AGAR)**

**Resolved : The fixed asset register figure for 2021/22 was noted**

**6046.6 To receive and note the Annual Internal Audit Report for 2021/2022 to be published on the parish council's website, also included on page 3 of the AGAR 2021/2022**

**Resolved : The annual internal audit report for 2021/2022 was noted and to be published**

**6046.7 To consider and approve Section 1 – Annual Governance Statement 2021/2022 for Dalton Parish Council on page 4 of the AGAR 2021/2022**

**Resolved : Section 1 – Annual Governance Statement 2021/2022 was approved**

# Dalton Parish Council

6046.8 To consider and approve Section 2 – Accounting Statements 2021/2022 for Dalton Parish Council on page 5 of the AGAR 2021/2022 (Signed by the RFO before being presented to Dalton Parish Council for approval)

**Resolved :** Section 2 – Accounting Statement 2021/2022 was approved and signed

6046.9 To set the dates for the period of public rights of inspection in relation to the AGAR for 2021/2022 (proposed dates commencing Monday 20th June 2022 and ending Friday 29th July 2022)

**Resolved :** The dates for the period of public rights of inspection in relation to the AGAR for 2021/2022 were set as Monday 20<sup>th</sup> June to Friday 29<sup>th</sup> July Inclusive

6046.10 To agree publication of the following documents under the Accounts and Audit Regulations 2015, prior to 1st July 2022:-

6046.10.1 Notice of the period for the exercise of public rights and a declaration that the accounts are unaudited

6046.10.2 Section 1 – AGAR 2021/2022 – approved and signed, page 4

6046.10.3 Section 2 – AGAR 2021/2022 – approved and signed page 5

6046.10.4 Internal Audit Report

**Resolved :** The council agreed to the publication of all the above documents under the accounts and audit regulations 2015. All documents will be published prior to the 1<sup>st</sup> July 2022

6046.11 To appoint the internal auditor for 2022/2023 and determine the level of audit required (last year of a 3 year contract)

**Resolved :** P.Parkin appointed as the internal auditor for the year 2022/2023

6047 To discuss and agree any actions with regard to enquiring re purchase of additional land at Dalton Parish Hall

**Resolved :** Enquiries to be made with RMBC to purchase a section of the land to the side of the current meeting room to the second window of the main hall. The use to be a further conference room.

6048 To discuss and agree further actions with regard to bike track

6048.1 Consultation methods

**Resolved :** Consultation methods to be : -

- Event at Dalton Parish Hall
- Meeting children in local schools
- Letter to local residents

6048.2 Timescales

To aim for the end of 2022 for consultations to be completed

6049 To discuss and agree options for drainage issues at Magna Lane Park



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Two quotations had been received to jet the drains which had been inspected and causing flooding at Magna lane park.

**Resolved :** To proceed with the quotation from RMBC for works to jet drains

**6050** To consider any general correspondence and publications including:-

**6050.1** To receive a summary and agree any actions for play inspections reports

None received

**6050.2** Markets and Library re-development consultation

Details were emailed to all councillors

**6051** To consider planning matters including new planning applications in Dalton

**6051.1** Planning: - 21 – 24 (List 24 items to be emailed to councillors prior to the meeting)

**Resolved:** The below planning items were noted: -

No planning items listed

**6052** To notify the Parish Clerk for any matters for inclusion on a future agenda

Fly tipping

**6053** To note dates of future committee meetings, events, and the next Parish Council

## **Parish Council – 6:30pm**

21<sup>st</sup> July 2022

15<sup>th</sup> Sept 2022

20<sup>th</sup> Oct 2022

17<sup>th</sup> Nov 2022

## **Other Meetings / Events**

Dalton Parish Council Community Café held on the above dates at 10am – 12 at Dalton Parish Hall

## **Finance Meeting**

7<sup>th</sup> July 2022

**The meeting was closed at 19.59 pm**

**Chairman.....**  **Date 21<sup>st</sup> July 2022**