

Stoke-Sub-Hamdon Parish Council

No.7 North Street Workshops, North Street, Stoke sub Hamdon TA14 6QR

Clerk. Mr Neil Bloomfield, Tel: 07545 951 917
email clerk@stoke-sub-hamdon-pc.gov.uk

3rd November 2023

To: All Members of Stoke sub Hamdon Parish Council

Dear Councillor,

You are summonsed to a meeting of the full council of Stoke sub Hamdon Parish Council on

Wednesday 8th November 2023 at 7.00am at

The **Hamdon Youth & Family Centre, West Street**, to transact the business set out in the agenda below.

Neil Bloomfield
Parish Clerk

Councillors are reminded that as holders of public Office they are expected to comply with the Nolan Principles, and the Councils Code of Conduct as well as showing respects for others in accordance with the law.

As per Councils Standing Order 3(e) there will be an opportunity for members of the public to comment on Agenda items (at the discretion of the chairman of the meeting). As per Standing order 3(f) the public question comment time is limited to 5 minutes each, and the session should not exceed 30 minutes (unless directed by the chairman of the meeting)

AGENDA

23/199 Recording of Meeting

Chairman to announce the meeting will be reordered. Members of the press and public are entitled to record the meeting but asked to notify the chair at the start of the meeting. The Chairman may direct recording stops if it disrupts the meeting.
Openness of Local Bodies Regulations (2014 Regulations)

23/200 Apologies

Council to consider apologies and accept by resolution.

23/201 Declaration of interests

Councillors are required to declare personal interests that impact agenda items.

23/202

Election of chairman

After the resignation of Cllr Lyn Foley the council are required to elect a Chairman for the remainder of the municipal year.

Cllrs will receive a briefing note explaining the process in the event there being more than 2 nominations.

Sect. 15 Local Government Act 1972

23/203

Declaration of Office

On being elected the new Chair must sign the declaration of Office which is valid for the remainder of the municipal year.

23/204

Public session

For the public to raise issues of concern with council. It is limited to 5mins per individual and 30 mins in total. Lengthy debate is to be avoided and detailed answers can be provided in writing.

Sect.3(c) Standing Orders

23/205

Outside Bodies

Council to consider appointing a representative to Hamdon Youth Group which remains vacant.

23/206

Reports from Councillors appointed to Outside Bodies.

As requested by council this is an opportunity for Cllrs appointed to outside bodies to update council on relevant issues and for Cllrs to seek clarification or question where appropriate. This can be by written report or a verbal update.

Memorial Hall

Cllr Merrick

Hamdon Youth Group

VACANT

HYFC

Cllr Nelms

Sports & Rec

Cllr Merrick

23/207

Hamdon Youth Group

Annual report circulated and taken as read. Clarification from Cllrs if required.

23/208

Hamdon Youth & Family Centre

Quarterly report circulated and taken as read. Clarification from Cllrs if required.

23/209

Grant Applications

Local groups can apply for grants from this council. The policy and application forms are available on line at www.stokesubhamdoncouncil.com or from the office.

1. Hamdon Youth Group

To consider a grant request toward a shared youth worker with Norton sub Hamdon. A submitted proposal has been circulated to members and the necessary application form sent to HYG

Sec.137 Local Government Act 1972

2. HYFC Grant

Under a Management Agreement between the Youth Centre and this council an annual maintenance grant subject to bi-annual review has been submitted. The application submitted is for £2,000. Largely due to Covid this is the first time council have considered the required bi-annual review of the grant.

Sec.111 Local Government Act 1972

23/210 Finance

Account Balance 30/09/23
Lloyds Business Acc xxxxxx860 **£ 68,731.92**

Schedule of approved payments made 10th - 31st Oct:

Stable Print	Oct Newsletters	£ 210.00
Stable Print	Oct Newsletters paid in error	£ 210.00
R Evis	Sept Ground Maintenance.	£ 750.00
Lloyds Bank	Service Charges	£ 7.85
Cloudy IT	Office 365	£ 60.68
CloudyIT	Duplicate paid in error.	£ 60.68
PKF Littlejohn	AGAR	£ 378.00
Total Payments		£1,677.21

Account Balances 31/10/23

Lloyds Business Acc xxxxxx860	£ 67,054.71
Lloyds Instant Reserve xxxxxx260	£ 44,099.98
Melton Building society	£ 33,428.98
Cambridge & Counties BS	£ 23,026.17

To avoid late payment fees the clerk, under Sect 5.5 of Financial Regulations authorised the following payments and will be shown on November Bank statement:

Inwood Interiors	HYFC Window repairs	£ 2,610.00 BACS
PKF Littlejohn LLP	External Audit	£ 378.00 BACS

Payments Schedule to be agreed by RESOLUTION.

(Standing orders ** are pre resolved

Mr N Bloomfield	IONOS Web Domain Host service	£ 125.40
Mrs L Foley	Reimburse-Fireproof Safe for Office	£ 257.98
Mrs L Foley	Reimburse-Road Salt/Grit 45 Bags	£ 134.77
SALC	Annual membership includes NALC	£ 595.20
SALC	Cllr Training 2022 (1036)	£ 75.00
Hugo Fox	Annual website hosting fee	£ 244.68
CloudyIT	Monthly fee 12 licences	£ 70.68**
SALC	Cllr Training 2022. (inv.1150)	£ 75.00
SALC	Cllr Training 2022 (inv.1349)	£ 30.00
R Evis	October Grounds Maintenance	£ 750.00**
Stable print	Newsletter	£ 210.00**

23/211

Banking Mandate

To note revised banking mandate after the resignation of a councillor.
3 signatories required for each of the following accounts:

Melton Building society
Cambridge & Counties
Neil Bloomfield, Cllr Merrick, Cllr M Foley

23/212

Budget

To consider a draft budget for 2024/2025 (to be circulated)

23/213

Exclusion of Press & Public

Council to consider RESOLVING to exclude press and public due to the nature of the business to be transacted in the following items. Changes to formal structures with outside bodies may be prejudicial to the public interest if discussed in a public forum without prior consultation or agreement with the relevant bodies and personal details in regards staff contractual arrangements. Section 1 Public Bodies (Admission to meetings) Act 1960

23/214

HYFC Management Agreement Review

Council to consider a report and recommended changes to said agreement.

23/215

SPRT Management Agreement review

Council to consider a report and recommended changes to said agreement.

23/216

Staffing Arrangements

To consider a confidential report from the Human Resources (HR) Committee