



**DALTON PARISH COUNCIL ACTING AS SOLE
TRUSTEE TO SUNNYSIDE COMMUNITY CENTRE
“THE CHARITY” (REGISTERED CHARITY 523569.)**

Dalton Parish Hall,
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Dalton,
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12th January 2023

Dear Councillors,

You are hereby summoned to attend the **Ordinary meeting of Dalton Parish Council acting as Sole Trustee to the Charity Sunnyside Community Centre**, known as “**The Charity**”, to be held at Dalton Parish Hall on **Thursday 19th January 2023 at 6.00 p.m.** for the purpose of transacting the following business:

J Holsey

Joanne Holsey
Clerk to the Charity and Dalton Parish Council

AGENDA

Enclosure:

1. To receive apologies for absence given in advance of the meeting
2. To consider approval of reasons given for absence
3. To note any declarations of interest on items to be discussed at this meeting
4. To approve the minutes of the Charity Meeting held on 19th October 2022 **(A)**
5. 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))
6. To receive a verbal update from the Clerk regarding matters from previous meetings
7. To note any issues from members of the public in attendance



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8. To consider financial matters and agree further action where necessary including: -
 - 8.1 The authorisation of payment of accounts from 27th October 2022 to 19th January 2023 (to be distributed at the meeting)
 - 8.2 Bank Reconciliation for 31st August 2022, 30th September, 31st October and 30th November 2022 – to be checked against the bank statements at the meeting (distributed at the meeting)
 - 8.3 Confirmation of payments schedules for 31st August 2022- 30th Nov 2022 (B)
 - 8.4 Confirmation of receipts schedules from 31st August 2022- 30th Nov 2022 (C)
 - 8.5 To review any outstanding invoices and take further action where necessary – information to be provided at the meeting
 - 8.6 To approve the audited accounts for Sunnyside Community Centre, year-end 31 July 2022 (D)
 - 8.6.1 Sign the Trustee Annual Report and Accounts
 - 8.6.2 Complete the checklist (E)
 - 8.7 To consider and agree additional signatories on Unity Trust Bank account who are willing to approve online banking transactions, noting if an authoriser has not logged on to the system within a 12 month period they will no longer be able to access online banking
 - 8.8 To appoint 2 councillors who are not signatories to undertake a review of internal controls
 - 8.9 To note emergency spend at the centre due to no electrical supply in the centre as per financial regulation 4.5
9. To notify Parish Clerk for any matters for inclusion on a future agenda
10. To note the date of the next Charity Meeting: -

20th April 2023

PUBLIC NOTICE

PARISHIONERS ARE ENCOURAGED TO ATTEND MEETINGS OF THE PARISH COUNCIL AND ARE PERMITTED PARTICIPATION IN ITEM “To note any issues from members of the public in attendance,” BUT NOT IN THE DECISIONS ON OTHER AGENDA ITEMS, SPEAKING ONLY WHEN SPECIFICALLY INVITED TO DO SO BY THE CHAIRPERSON