

Stoke-Sub-Hamdon Parish Council

7 North Street Workshops, North Street, Stoke sub Hamdon TA14 6QR

Clerk. Mr Neil Bloomfield, Tel: 07545 951 917
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To: All Members of Stoke sub Hamdon Parish Council
6th October 2023(published)

Dear Councillor,

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

Wednesday 11th October 2023 at 7.00pm

at the Hamdon Youth & Family Centre, West Street, to transact the business set out 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

23/170 Recording of meetings

Attention is drawn to the Councils policy on recording meetings. Those wishing to record meetings are asked to notify prior to or at the commencement of the meeting if they intend to audio/video record public proceedings. The council will record the meeting.

23/171 Apologies For Absence.

Apologies for absence to be accepted by council.

23/172 Declarations of Interest

Members to declare any interests they may have in agenda items that accord with the requirements of the Council's Code of Conduct. To note declared interests and any dispensations granted. Councillors with a disclosable pecuniary interest (DPI) for any agenda item must request in writing, or immediately prior to the commencement of the

meeting an interest to the proper officer who may grant a dispensation.

23/173 Public Questions

Members of the public may raise relevant issues with council which maybe included on future agenda. Cllrs cannot make instant decisions on items not included on the agenda. Detailed responses will be in writing where appropriate.

23/174 Approval of and noting of Minutes.

To consider acceptance of minutes of full council meeting 6th September 2023
To note Finance & Resources Committee minute/ resolutions made 26th September 2023

23/175 Finance & Resources Committee

Committee appointments:
Fill the vacant position on committee

23/176 Financial Review Recommendations-Implementation

23/176(a) Financial accounting software package

Council requested the Clerk with the Finance & Resources Committee consider options for a financial management software package. Scribe and Omega were considered by the committee and clerk. Scribe with the additional Allotment add on be purchased as per the attached. This package is considered best value and having features which best align with this councils need. Omega whilst a very good system has far more features than required and a significantly higher installation and ongoing costs. It is recommended that Council acquire the Scribe Accounts and Allotment Software. The upfront cost being £479 with a monthly fee which covers all software support, daily data backup, multiple users and accounting support and training.

23/176(b) Councillor Training- (Financial Review)

The 3 year financial review accepted by council recommended all councillors and officers receive training on governance, legislation and budgeting. SALC were asked to consider the report and they have recommended as start all councillors undertake the Councillor Essential Sessions. These courses are informative and most are done by Zoom or similar. Council asked to acknowledge and to commit to the recommendation of SALC. Enc.

23/176(c) Review of Agreements with outside Groups-(Financial review)

Council to note the ongoing work of the Finance & Resources Committee in reviewing leases, external management agreements and other responsibilities. The grants policy is being reviewed as are grants and how they are given.

23/177 Parish Council Office

- a) Council asked to note the lease for the Parish Councils office had been signed by the the Clerk & Chair of council.
- b) Council asked to consider an 'Office Facilities' sub committee with responsibility for setting up the new office and ensuring the facility is brought into service as swiftly as possible. The Clerk, Chair of Cllr and another Cllr nominated by council would be tasked to setup, open and overse three day to day running of Unit 7. The council would remain responsible for all aspects of use or services provided. Under Financial Reg 4.1 permit the sub committee authority to spend up £300.

23/178

Council Logo

To consider a report regarding a logo for the council. The existing logo appears on some but not all council documents and a motion from council to approve has not been located. With an office an external sign is a likely requirement and council are asked to consider the red logo, a similar but more refined one on the councils website or an alternative. A paper on branding enclosed.



23/179

Account Balances and Schedule of payments.

Council to note.

Business Accounts

Balance on 31 Aug 2023 £74,370 .04

Account Balances as at 29 Sept 2023:

Lloyds Business Acc xxxxx860	£ 68,731.92
Lloyds BB Inst Acc xxxxx260	£ 44,058.82
Melton Building Soc.	£ 33,428.98
Cambridge & Counties	£ 23,026.17

Invoices Paid by Standing Order/Previously approved:

Evis Ground Maintenance	(Aug work)	£ 750.00
Clerk	Payment to date	£2,187.71
Bank charges		£ 7.00
Cloudy IT	Monthly M/Soft 365 Licence fee x8	£ 54.48
Cloudy IT	Addit Cllrs x3	£ 16.20
Stable Print	Sept Newsletter	£ 210.00
Play Inspection Company	Outdoor Annual P/grnd Insp	£ 166.80
Duchy Cornwall	Allotments	£ 120.00
Duchy Cornwall	Rec Ground Rental to Mar 2024	£ 720.00
Do the numbers	Governance Review	£ 800.00
L Foley Reimburse	Defibrillator pad POW	£ 71.94
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N Bloomfield Reimburse	S Rodgers Flower Loft Flowers	£ 42.95
Stable Print	July and Aug Newsletters	£ 420.00

Total £5,639.02

Total as per Bank statement £5,638.12

Variance £ 0.90

The difference is owing to an over payment of 90 pence re the defibrillator pads.

Payments to be agreed by resolution: (Standing orders ** are pre resolved)

PKF LittleJohn	AGAR Audit Fee	£ 378.00
Stable Print *	Oct Newsletters	£ 210.00
Evis GM *	Sept Ground Maintenance	£ 750.00
Cloudy IT *	Office 365	£ 70.68
Inwood interiors	HYFC Window repairs	£2,610.00
L Foley Reimburse	Fireproof Safe for Office	£ 257.98
L Foley Reimburse	Road Salt/Grit 45 Bags	£ 134.77
Ionos Reimburse Clerk	Village website domain part Charge	£ 30.36
Total for approval by resolution		£4,441.79

23/180 Urgent Payment - Clerk

Council asked to note the following: Councils website domain (www.stokesubhamdoncouncil.com) is hosted by Ionos. The domain was setup up using a personal credit card in 2017. Payments were discontinued in June and the host suspended the website 23/09/23. Notice of termination had been sent to an unused email account.

As the website is legal requirement under councils Financial Regulations Sect. 5,5 as Clerk made the following payments to Ionos to restore the service.

- a) 25/09/23 for £30.36 *Overdue account www.stokesubhamdoncouncil.co.uk
- b) 26/09/23 for £108.00 Reinstatement fee for cancelled domain www.stokesubhamdoncouncil.com

*Its unknown why this .co.uk domain was acquired at the same time as the current .com domain. Its unused with F&R agreement will not be renewed.

23/181 Banking Mandate

Financial Regulations require the Clerk to present banking mandates to council. This was discussed at F&R and council are asked to ratify the following 3 signatories to both the Cambridge & Melton Building Societies.

Neil Bloomfield (Clerk)
Cllr L Foley
Cllr R Merrick

23/182 Direct Debit Payments

Financial regulations (6.7) allow for the use of direct debits for utilities and similar regular payments. They are still subject to monthly reporting and reviewed annually by resolution. With new premises it is practical to use Direct Debits for utilities and other similar payments. Sect. 6.7 requires 2 members to sign a DD mandate. Council asked to an amending regulations allowing the clerk to setup a DD online the majority setup using this method. Every new DD would still require a council resolution.

23/183 Council Policies

To consider for approval the following policies and amendments.

- a) **Safeguarding Policy**
- b) **Recording of council & committee meetings**
- c) **Document Retention Policy**

23/184 Office Equipment

Councill asked to approve purchase of the following items as essential for the use of council office space:

- Colour laser printer/scanner – up to £300
- 4g mobile router for internet access required to access all councils systems-upto £100. No monthly phone line required.
- 1 month notice unlimited data simm – up to £20 per month. Council asked to approve Direct Debit payment to reduce monthly cost to a minimum.
- External signage to building identification on site

23/185 Future Projects & Budget Setting

Finance and Resources considered existing commitments and future projects for funding. The following have been suggested and council are asked to consider future projects not just 24/25 but with the extra year council can plan until 2027

HYFC Building works
Speed camera
Historic Street Lighting at the Cross
Christmas Lights
Traffic calming measures

To note date of next meeting Wednesday 1st November 2023