

Stainland and District Parish Council 57th Ordinary Meeting Minutes

27th July 2023

In attendance - Chair Cllr Knights, Cllr Booth, Cllr Fieldhouse, Cllr Weeks, Cllr Mullany, Cllr Bottomley, Cllr Mitchell,
Laura Peckover- Parish Clerk & RFO

	Item
23.57.01	To note the apologies and accept the reasons for absence or lateness. Resolved that all councillors are present
23.57.02	To accept the minutes of the Full Council Meeting held in May 2023. Resolved to accept the minutes from June. Amend June on agenda
23.57.03	To receive Parish Councillors' declarations of interest. Resolved none to accept.
23.57.04	Public Participation. An opportunity for members of the public to address the Parish Council on any issues concerning them within the Parish. Resolved that there are 3 members of public present. One resident raised that Shaw park pond pump has arrived and is installed and now working. People of shaw park are grateful of the funds for the pond dredging funds. It was noted that we already have one quote for the work and member of public suggested another contractor. Cllr Fieldhouse requested that they liaise with her to show contractor round. Shaw park friends working party day 16 th September. Advised them to contact VSI alliance for grant funding support.
23.57.05	To receive the Chair's statement A statement was read by Cllr Knights. See addendum attached.
23.57.06	To review recommendation from P&F committee on Financial Regulations inc. amended Contract limits Resolved to accept the financial regulations with Item 11 amendment to £25,000
23.57.07	To discuss and make a decision on recommendation from P&F committee on Standing Orders

	including Procurement procedure																								
	Resolved to accept the updated Standing orders and procurement procedure document with amendments recommended by P&F																								
23.57.08	To discuss and make a decision on recommendation from P&F on the Financial Risk Assessment and Reserves Policy																								
	Resolved to accept the financial risk register.																								
	It was decided that the reserves policy is to be deferred to the next meeting.																								
23.57.09	To discuss and make decision on recommendation from P&F on Grant Awarding Policy																								
	It was discussed that we split the £5000 grant budget into two parts. First deadline 31 st May, second deadline £30 th September.																								
	Resolved to accept Grant awarding policy.																								
23.57.10	To discuss and make resolution on the payments for approval added to the banking system 19/7/23																								
	<table><tr><th>Amount to be allocated</th><th>Item</th><th>Cost Centre & Nominal code</th><th>Budget</th><th>Budget after p approval</th></tr><tr><td>£150</td><td>Stainless steel table for kitchen- J Booth-</td><td>400 Asset Management 4730 Community Centre CAT</td><td>£19,950</td><td>£19,800</td></tr><tr><td>£142.30</td><td>J Booth - Crockery for TOL</td><td>400 Asset Management 4740 Tools and Consumables</td><td>£500</td><td>£357.70</td></tr><tr><td>£29.99</td><td>J Booth - Phone & Sim for TOL</td><td>400 Asset Management 4740 Tools and Consumables</td><td>£357.70</td><td>£327.71</td></tr></table>					Amount to be allocated	Item	Cost Centre & Nominal code	Budget	Budget after p approval	£150	Stainless steel table for kitchen- J Booth-	400 Asset Management 4730 Community Centre CAT	£19,950	£19,800	£142.30	J Booth - Crockery for TOL	400 Asset Management 4740 Tools and Consumables	£500	£357.70	£29.99	J Booth - Phone & Sim for TOL	400 Asset Management 4740 Tools and Consumables	£357.70	£327.71
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	£29.40	L White - Stamps for allotment postage of tenancy agreement	210 Council 4100 Administration	£100	£70.60	
	£30.00	L White - Bin for TOL	400 Asset Management 4740 Tools and Consumables	£327.71	£297.71	
	£17.95	YLCA - Publications	200 Staffing 4070 Training and Development	£428.00	£410.05	
	£ 50.00	YLCA JK Training	200 Staffing 4070 Training and Development	£410.05	£360.05	
	It was suggested that the above items are not assets of SDPC, they are assets of the charity. There is no budget for small items, such as crockery, phone, bin & table. It was suggested that we need to either have a separate budget for these items. It was resolved that we will take £500 from reserves to create a tools & consumable cost centre for TOL.					
23.57.11	To receive reports from the Chairman, Committees and Councillors: - Chairman Already received in 23.57.05 - Environmental Committee Issues this month is maintaining flower beds, it was noted that Cllr Weeks would like two contractors to quote for some work. Cllr Booth suggested that community payback team could cover some projects free of charge. Details to be passed on. - Communications Committee No meeting this cycle - Asset Management Committee Awaiting JWA from CMBC. - Policy & Finance Committee Policy's approved - Planning Committee One application discussed at site of tenter posts. Site which is a historic site, tried to list the site and application for single house has been submitted. Tenter posts – now been dealt with by historic England to protect. - Staffing Committee – Including an update on Training for this cycle. No meeting this cycle.					

	Clerk's report No report this cycle.																																																																																																		
23.57.12	To discuss the recruitment of remaining vacancies. One person will be submitting an application shortly. This would leave one vacancy.																																																																																																		
23.57.13	To receive an updated project summary from Councillor Weeks regarding the proposed Drury Lane Allotment fencing project and present an updated quote. To take a vote on approval of this quote and make resolution which cost centre and nominal code this will be applied to. It was noted that the tenants of DLA have made amendments to the tenancy agreement. This is nearly finalised ready for full council in August. Cllr Weeks has presented a quote for £3500. It was suggested that this cost is covered by £1000 in rental income, £250 allotment association, £350 hedge row, £500 site clearance. £2100 It was suggested that this amount should come from reserves. A vote was taken, this was in favour of approval. It was resolved £2100 to be taken from reserves and £2100 from the above This would include an alteration of the budget.																																																																																																		
23.57.14	To receive financial reports for the current month, including payments made by the committees during June 2023																																																																																																		
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It was noted that £3600 halls decorating was due to £80 paint a tin & 4 men working for two days.				
23.57.15	To receive any Correspondence Noted emails from a local resident Email from Cllr Bellenger – can we subsidise Bus for local residents to west vale - Collaboration of development of MUGLA pitch in Stainland rec. It was discussed that we will look at these suggestions and come back to next council with this. Suggested that we invite Cllr Bellenger to next meeting. Cllr Bottomley to chase previous correspondence on tennis courts with CMBC.			
23.57.16	To agree agenda items for the next meeting. To send to clerk ahead of next meeting.			
23.57.17	Date of Next Meeting 31 st August 7pm			