



Dated: 24th January 2025

NOTICE OF A COUNCIL MEETING

To All Members of the Parish Council,

You are respectfully summoned to attend the meeting of Stainland & District Parish Council to be held on **Thursday 30th January 2025 at 6.30pm in the Old Library**, Westgate, Stainland for the purpose of transacting the business in the attached agenda.

Signed: *Safia Kauser*

Ms Safia Kauser – Parish Clerk/RFO & Proper Officer

Council Membership	
Cllr Lisa Fieldhouse [Chairman]	Cllr Mark Mullaney [Vice-Chair]
Cllr Joan Bottomley	X1 Vacancy
Cllr Alex Lyness Brown	X1 Vacancy
Cllr David Mitchell	X1 Vacancy
Cllr Laura Peckover	

**Meetings are open to the press and public by virtue of the Public Bodies Admissions to Meetings Act 1960 s1 unless the presence is prejudicial to the public interest s2*

In accordance with the Openness of Local Government Bodies Regulations 2014, persons attending the meeting may record/film/photograph and make audio recordings or broadcast the proceedings of the formal Council meeting, when the public and the press are not lawfully excluded. This does not extend to live verbal commentary. Any member of the public who attends a meeting and objects to being filmed should advise the Parish Clerk who will instruct that they are not included in the filming.

STAINLAND & DISTRICT PARISH COUNCIL

Full Council Meeting: Thursday 30th January 2025 at 6.30pm

A G E N D A

1. Chairmans Opening Remarks

To receive the Chairmans opening remarks.

2. Apologies

To receive and approve apologies and reasons for absence.

3. Declaration of Disclosable Pecuniary and Other Interests

To declare any disclosable pecuniary or other interests appertaining to items on the agenda and to consider any dispensation requests submitted in writing to the Proper Officer in accordance with the Standing Orders.

Note: Unless granted a dispensation, a member with a disclosable pecuniary or other interests shall not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting and must not remain in the room in accordance with the requirements of the Standing Orders and Code of Conduct.

4. Public Participation

To convene a 15 minute public participation session to allow members of the public to make representations, answer questions and give evidence in respect of the business on the agenda. No resolutions can be made under public participation.

5. Council Minutes

To receive and approve the draft minutes of the Full Council meeting held on the 28th November 2024 as a true record of proceedings to be signed by the Chair (previously circulated):

6. Planning Matters

a) To note the comments made to planning applications since the last meeting.

Date & Planning Ref No	Site Location	Brief Description of Proposal	Comments
Ref. No: 24/01197/FUL Received: Wed 20 Nov 2024 Validated: Mon 02 Dec 2024 Status: Pending Consideration	Duke Of York Inn Stainland Road Elland Calderdale HX4 9HF	Change of use from public house to three residential units	Objection (comments submitted)
Ref. No: 24/01142/FUL Received: Thu 07 Nov 2024 Validated: Tue 03 Dec 2024 Status: Pending Consideration	2 South View Stainland Road Sowood Elland Calderdale HX4 9JJ	Formation of replacement access	Objection (comments submitted)

b) To consider any current planning applications within or affecting the Parish of Stainland District on the Calderdale District Council planning portal. Any applications received by the Clerk after publishing the agenda will be tabled at the meeting. The Clerk advises that the submission of comments may be delegated to the Parish Clerk in consultation with Cllr Mark Mullaney.

7. Drury Lane Allotments

- a) To receive and consider any ongoing matters in relation to the Drury Lane Allotments.
- b) To undertake a review of the Allotment Fees for the 2025/2026 financial year.

8. Seasonal Events

To receive an update from Cllr Peckover on seasonal events and to resolve any further actions, inclusive of costs:

- a) February 2025 Half-Term - Children's Reading Event
- b) Easter 2025 – Two Hour Drop-in Crafting Session

9. Holywell Inn Damaged Railings

To receive an update on the insurance claim following the damage to the railings.

10. Parish Council Plans for the Cemetery Projects

- a) To review the United Reformed Church Cemetery projects and future plans and to resolve any further actions. Councillor David Mitchell to speak on this item.
- b) Tree protection orders requested by the Parish council in relation to URC graveyard in Holywell Green.

11. Updates on Projects and Members Items for Consideration

To receive councillor updates on ongoing projects and resolve any actions:

- a) Warm Hub
- b) Bowling Green School/Safer Streets (Cllr Alex Lyness Brown)

Items raised by Cllr Fieldhouse

- c) Draft strategic plan for 2025-27 and the draft vision leaflet (enclosed)
- d) To receive a proposal to purchase soft tip dart boards and associated equipment for use at The Old Library- dependent on approval by TOL trustees.
- e) To review any quotes and agree repairs to the dry-stone wall in the community orchard.
- f) Improvements to the old tennis courts at Stainland Memorial Park in conjunction with Stainland Cricket Club.
- g) To receive a proposal to invite Bowling Green School to design an entrance sign for the Community Orchard.
- h) The Community Ownership Fund and Elland Silver Band in relation to the sale of UR Church in Holywell Green.
- i) The wool stoops that were removed from the Stainland Conservation Area in relation to a planning application for land at South Parade
- j) Ground rent payment for the Parish Council to lock up the garage

12. Grit Management

- a) To consider the management of grit during the winter period and any agreements with Calderdale council for the replenishment of Grit.
- b) To consider the marking of Parish Council grit bins for example the use of grit bin stickers.
- c) To consider the development of a Grit Bin Policy.

13. Council .GOV Domain Update

To receive an update on the registration of the .gov domain and the changes required to update the website and email address. (information previously circulated).

14. Council Policies

- a) To consider and adopt the 'Management of Recordings at Council Meetings' policy.
- b) To consider and adopt the 'Reviewing the effectiveness of internal controls' policy.
- c) To consider and adopt the member/officer protocol. This is a model document from the Society of Local Council Clerks.

15. Communications and Publicity

To receive an update on recent communications on Facebook and Go Local and to review the communication strategy if required and resolve any further actions.

16. Council Insurance

To consider the renewal of the council insurance and agree a three-year long term agreement or to resolve to obtain additional quotations.

17. Financial Matters

- a) To receive and approve the bank reconciliation reports for November and December 2024 (enclosed).
- b) To receive and approve the schedule of payments made under the Clerks delegated authority and as tabled or presented at the meeting that require signing in accordance with the Financial Regulations (enclosed).
- c) To consider the budget requirements for 2025/2026 financial year and to agree the level of precept to be levied for the 2025/2026 financial year (documentation previously circulated).

18. Employment Matters

- a) To receive and note the resignation of the Clerk/RFO.
- b) To consider advertising for a Locum/Interim Clerk with YLCA whilst the council undertakes its recruitment.
- c) To appoint a council member to undertake the role of acting Proper Officer & RFO during the interim period whilst the council appoints a Clerk.

19. Clerks Correspondence Report & Members Training

To receive and consider the Clerks Correspondence Report.

20. Reports from Members

To receive reports from members appointed on outside bodies or attending any recent training or events.

21. Annual Parish Meeting

To agree a date for the annual parish meeting. This is a meeting of the electors that must be held on a date between 1st March and 1st June inclusive in accordance with the requirements of the Local Government Act 1972.

22. Items for Discussion at a Future Meeting

To agree any additional agenda items for consideration and inclusion at a future meeting.

23. Date of the Next Meeting

To note the date of the next meeting scheduled for Thursday 27th February 2025 at 6.30pm at the Old Stainland Library.



Guidance For the Effective Management of Recordings At Local Council And Parish Meetings

The right to record, film and to broadcast meetings of the council/parish meeting is established under the Openness of Local Government Regulations 2014. This is in addition to the rights of the press and public to attend such meetings.

Stainland & District Parish Council is committed to being open and transparent in the way it conducts its decision making. For the purpose of this policy the term “record” means any form of audio, visual or electronic recording.

Those who attend a public meeting should expect to be filmed. This includes councillors, council officers and members of the public.

The rules that the [council/parish meeting] will apply are:

1. The [council/parish meeting] will display requirements as to filming, recording and broadcasting at its meeting venues and on its website (if it has one) or on notice boards in the parish and those undertaking these activities will be deemed to have accepted them whether they have read them or not.
2. A copy of these rules/guidance will be provided to members of the public in attendance at a meeting of the [council/parish meeting]. The Chairman may also verbally remind the meeting and all present of the freedom to record but that these rules/guidance are in place to enable any type of recording to take place with minimal disruption to the council meeting.
3. Any person wishing to record a meeting in any format whatsoever is encouraged (but not compelled), to contact the Clerk prior to the start of the meeting. The Clerk’s details are set out in the public notice and/or agenda of the meeting; (or in his/her absence, the contact will be the Chairman of the [council/parish meeting]). Discussing requirements with the clerk beforehand will help to ensure that the council provides reasonable facilities to meet the needs of the person that is recording.
4. The person making the recording may move around, however in doing so he/she must ensure that there is minimal or no disruption to the proceedings of the meeting.
5. A person or persons recording the [council/parish) meeting are reminded that the “Public Participation” period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.
6. Where the press and public are excluded from a meeting or part of a meeting owing to the confidential nature of the business to be transacted, recording of that meeting or that part of the meeting will not be permitted.
7. The specific filming of children or young people under the age of 18 who are present cannot take place unless their parents/guardians have given their written consent. This provision also applies to vulnerable adults whereby the consent of a responsible adult is required, ie a medical professional, carer or legal guardian. Where the permission is given, filming of these people can take place.
8. The council requests that all recording is overt (ie clearly visible to anyone at the meeting),but cannot compel those who are recording to do so.

9. The use of digital and social media recording tools, for example Twitter, blogging or audio recording are allowed as long as this type of recording is carried out in a non-disruptive way and only to the extent that it does not interfere with the ability of any person present to follow the debate.
10. A person or persons making a recording has no right to interrupt a [council/parish meeting] by asking questions or making comments for the purpose of the recording. The person recording has no right to ask councillors, officers or any members of the public who have been given permission to contribute orally to the meeting to repeat a statement for the purposes of the recording.
11. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in his/her reasonable opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules/guidance.
12. Persons who are recording are requested not to leave their equipment unattended where possible, and are responsible for their equipment at all times
13. The recording and reporting on meetings of the [council/parish meeting], is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act and the laws of libel and defamation. The council expects that the recording will not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the [council's/parish meeting's] values or in a way that ridicules or shows a lack of respect for those in the recording. The [council or parish meeting] would expect any recording in breach of these rules to be removed from public view. The [council/ parish meeting] will have no liability for material published by any other person unless it is itself undertaking the publication through its offices.
14. For the benefit for those who wish to record - where the recording device being used involves equipment which is larger than a smart phone, tablet or compact camera or if the person recording has other special requirements he/she is requested to please contact the clerk prior to the meeting so that reasonable arrangements can be made. The use of lighting for filming/flash photography will usually be allowed provided that it does not adversely impact on the ability of others present to view the meeting, or for reasons of health, whereby the council may require that such lighting is not used or is reduced to a level which does not adversely affect other people. The lighting should not cause any other form of disruption.
15. The [council/parish meeting] may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies. Where a council proposes to record all of its own meetings it will be bound by this policy.
16. Where a [council/parish meeting] proposes to record all of its own meetings, it will resolve how long such recordings will be kept and how members of the public may obtain copies. The [council/parish meeting] will include the availability of such recordings within its Publication Scheme.
17. The [council/parish meeting] is not liable for the actions of any person making a recording at a council meeting which identifies a member of the public or for any publication of that recording.
18. The minutes of a council meeting remain the statutory and legally binding formal record of council decisions.

Date of policy adoption

Date of policy review



Background: Legal Framework

Regulation 6 of the Accounts and Audit Regulations 2015 requires smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control to inform the council's preparation of its annual governance statement.

The Annual Governance Statement Assertion 2 - Internal Control states that:

- *'We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.'*

Compliance: Reviewing the Effectiveness of Internal Controls

In order to warrant a positive assertion, the council must comply with several processes that need to be in place and effective as referenced within the Governance and Accountability Practitioners Guide.

Using the guidance contained within the Governance and Accountability Practitioners Guide, Stainland and District Parish Council has developed an internal controls checklist (Appendix A). This checklist will be used by the council (or duly delegated committee) at least once a year, to review the effectiveness of the internal control procedures. The outcome of the review will be formally reported and minuted at a council meeting.

Review of the Policy

This policy will be reviewed at least on an annual basis or as required to comply with legislative Changes or guidance contained within the Governance and Accountability Practitioners Guide.

Policy Details - Date First Adopted:

Status: Draft

Appendix A - Stainland and District Parish Council <u>INTERNAL CONTROL CHECKLIST</u>	Yes	No	Comments / Recommendations
CHECKS			
Accounting records, ie cash book: Is the cash book being kept up to date? Cross reference it with minutes/bank statements/cheque books			
Payments: Have they all been properly authorised? Are all payments listed in the minutes? Do payments made correspond with the invoiced amounts? Check legitimacy of Direct Debits and Standing Orders			
Cheques: Are they properly and fully completed before being signed? Are cheque counterfoils always initialled by the signatories? Paid cheques correspond with bank statements? – also check outstanding payments			
Receipts: Is income due to the council being collected promptly and in full? Are receipts being given? Is income properly controlled pending being paid into the bank? Ie in accordance with the council's Financial Regulations?			
Allotment rents: Rent letter sent out and rents received in a timely matter?			

Tenancy agreements issued?			
Cemetery fees and charges: Correctly calculated and collected?			
Surplus balances: Are surplus deposits placed in a suitable interest-earning bank account?			
Bank reconciliation: Is the council provided with this information regularly? (monthly) The monthly reconciliation is checked against bank statements?			
VAT paid: Is it properly recorded in the cash book? Claim for refund of VAT made and paid to the council? Claim properly submitted in a timely manner?			
Ordering of stationary and supplies: Commensurate with the usage requirements of the council?			
Internet banking: Checks implemented by the council being adhered to?			
Petty Cash: Properly controlled and recorded			
Tax and NI liabilities: HMRC liabilities met? P32s checked on the council's HMRC Gateway? Real Time Information reporting done on time? (so as not to incur financial penalties for the council).			
Independent Internal audit reports – presented to full council (or committee as directed) and recommendations acted upon?			

External auditor's report – presented to full council and directives acted upon?

Names of persons carrying out the check:

.....

Signatures:

.....

Date check undertaken:

.....

MODEL COUNCILLOR-OFFICER PROTOCOL



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INTRODUCTION

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.

At the heart of this relationship, is the importance of mutual respect. councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

[Councillors of the executive,] Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In

turn officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

BACKGROUND

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship

ROLES OF COUNCILLORS AND OFFICERS

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

Councillors

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in implementing policies and delivering services;
- To represent the council externally; and
- To act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the council
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines
- to treat them fairly and with respect, dignity and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality
- to recognise that officers do not work under the instruction of individual councillors or groups
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability or religion.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- respect the impartiality of officers and do not undermine their role in carrying out their duties
- do not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner
- do not ask officers to exceed their authority where that authority is given

Chairs and vice-chairs of council and committees

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

Officers

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability or religion.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's standards protocol
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy
- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly

- comply, at all times, with the Officers' Code of Conduct, and such other policies or procedures approved by the council

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private
- take up the concern with the chair

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures;
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.

Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

CORRESPONDENCE

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of "silent copies" should not be employed.

Acknowledging that the "BCC" system of e-mailing is used, it should be made clear at the

foot of any e-mails if another councillor has received an e-mail by adding "CC councillor X."

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked "confidential". In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

PRESS AND MEDIA

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors and customers. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council's activities. Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the council's Media Protocol.

The officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.

Any press release that may be necessary to clarify the council's position in relation to disputes, major planning developments, court issues or individuals' complaints should be approved by the officer.

The chair (or chair of a committee) may act as spokespersons for the council in responding to the press and media and making public statements on behalf of the council but should liaise with the officer on all forms of contact with the press and media. The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the council.

The council must comply with the provisions of the Local Government Act 1986 ("the Act") regarding publicity. All media relations work will comply with the national Code of Practice for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.

The LGA has produced useful guidance on the Publicity Code - <https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>

For more detailed information and guidance regarding the role of councillors in connection with the use of social media, reference should be made to the council's Social Media Protocol where there is one in place.

IF THINGS GO WRONG

Procedure for officers:

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure.

The principal council's monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal council's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

Procedure for councillors:

If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, the matter should be reported to the chair and then raised with the officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.

**Bank Reconciliation Statement as at 30/11/2024
for Cashbook 1 - Tresurer's Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Tresurer's Account	26/11/2024		44,900.08
			<hr/> 44,900.08
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			44,900.08
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			44,900.08
		Balance per Cash Book is :-	44,900.08
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 1 - Tresurer's Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Tresurer's Account	31/12/2024		42,532.05
			<u>42,532.05</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			42,532.05
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			42,532.05
		Balance per Cash Book is :-	42,532.05
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Stainland and District Parish Council
Schedule of Payments in accordance with the Financial Regulations

December - January 2025

Type	Payee	Description	NET	VAT	Total	Budget
Dec-24						
SO	Chip Hosting	Microsoft 365 Basic -sdpc.uk (monthly costs)	£75.92	£0.00	£75.92	IT & MS 365
TFR	Alex Lyness Brown	Warm Hub reimbursment (£2.25 + £4.50 + £14.77)	£21.52	£0.00	£21.52	Events & Communications
TFR	HMRC	PAYE - Quarter 3 ending 05 January 2025	£537.80	£0.00	£537.80	NI-Tax PAYE Employer
TFR	L White	Previous Clerk - Back-pay (calculated by payroll + authorised by Chair Cllr Fieldhouse) - Amount Redacted			£0.00	Staff Wages
TFR	Lisa Fieldhouse	Warm Hub reimbursement - Morrisons	£7.50	£0.00	£7.50	Events & Communications
TFR	Lisa Fieldhouse	X-mas accessorries - Amazon (£17.40 batteries Boyes); (£37.98 1000 50m outdoor xmas lights)	£55.38	£0.00	£55.38	Christmas Lights & Ass'cost
TFR	S Kauser	Parish Clerk December Salary; homeworking allowance £26.00 p/m; November travel expenses - Amount Redacted		£0.00	£0.00	Staff Wages & HW Allowance/Travel
TFR	Alex Lyness Brown	Warm Hub reimbursment - Iceland	£31.30	£0.00	£31.30	Events & Communications
TFR	S&DCC	Inv 89 - SDCPC hire December 02, 09,16 (9.30-1.30) + Kitchen use	£60.00	£0.00	£60.00	Room Hire Council
SO	Chip Hosting	Microsoft 365 Basic -sdpc.uk (monthly costs)	£75.92	£0.00	£75.92	IT & MS 365
Jan-25						
DD	Chip Hosting	Microsoft 365 Basic -sdpc.uk (monthly costs)	£75.92	£0.00	£75.92	IT & MS 365
DD	ICO	Information Commissioner - Annual fee	£35.00	£0.00	£35.00	
DD	Scottish Water Business	Costs unknown. No invoice received by the Clerk	£160.84	£0.00	£160.84	
TFR	S&DDC	Inv 68 - Allotments room hire 07.01.25	£45.00	£0.00	£45.00	Room Hire Allotments
TFR	BWP Creative Ltd	Registration of stainlanddistrict-pc.gov.uk domain for a period of	£10.00	£2.00	£12.00	Website inc Hosting/Domain
TFR	Classroom Capers	Personalised invoice processing stamp 52x75mm + ink refill	£31.50	£6.30	£37.80	Admin & Office Supplies
Payments to authorise (added to online banking)						
TFR	Go Local	Go Local Elland - Jan/Feb Full Page advert	£125.00	£25.00	£150.00	Promotional & Publicity
TFR	NSALG	Membership No: S21387 - fees due 06 December 2024	£55.00	£11.00	£66.00	Allotment Assoc'Drury Lane
TFR	S&DCC	Inv 90 - 30.01.25 hire FC Meeting	£30.00	£0.00	£30.00	Room Hire Council

Schedule of Payments in accordance with the Financial Regulations

Type	Payee	Description	NET	VAT	Total	Budget
TFR	S&DCC	INV 91 - 27.02.25 - hire FC meeting	£30.00	£0.00	£30.00	Room Hire Council
TFR	Laura White	Reimbursement - £9.00 dust sheet; £5.03 glitter tubes, brushes paints; £9.49 pipe cleaner + crafts; £13.27 baubles crafts/decorations; £12.59 clay beads; £3.99 candy craft; £4.99 1500 pieces pony seeds	£58.36	£0.00	£58.36	Events & Communications
TFR	S Kauser	Parish Clerk January Salary & homeworking allowance £26.00 p/m (Amount redacted)		£0.00	£0.00	Staff Wages & HW Allowance/Travel
TFR	S Kauser	Parish Clerk Travel Expenses - January Council meeting	£15.30	£0.00	£15.30	HW Allowance/Travel
		Total	£1,537.26	£44.30	£1,581.56	
	Income					

Stainland & District Parish Council

Prepared by Safia Kauser Parish Clerk/RFO - See attached draft budget breakdown

Precept Calculation	Agreed	Proposed
Financial Year	2024/2025	2025/2026
Income Less Precept	£1,285	£2,998
Expenditure	£53,660	£51,995
Net Expenditure Over Income	£52,375	£48,997
Cont to General Reserves	£0	£0
Cont from General Reserves	£0	£0
Budget (precept)	£46,291	£47,251
Total Budget Requirement	£52,375	£48,997
Precept Calculated	£46,128	£47,251
Increase £	£163	£0
Increase %	0.35%	0.00%

2025/2026 - Indicative Council Tax Base is 1589.86					
Financial Year	2022/2023	2023/2024	2024/2025	2025/2026	Cash Diff
Council Tax Base	1520.00	1532.4	1557.32	1589.86	
Council Precept Band A	£19.51	£19.74	£19.82	£19.81	£0.0
Council Precept Band B	£22.77	£23.03	£23.12	£23.12	£0.0
Council Precept Band C	£26.02	£26.33	£26.42	£26.42	£0.0
Council Precept Band D	£29.27	£29.62	£29.72	£29.72	£0.0
Council Precept Band E	£35.78	£36.20	£36.33	£36.32	£0.0
Council Precept Band F	£42.28	£42.78	£42.94	£42.93	£0.0
Council Precept Band G	£48.79	£49.36	£49.54	£49.53	£0.0
Council Precept Band H	£58.54	£59.23	£59.45	£59.44	£0.0
Approx £461.28 of expenditure = 1% on the council tax for 2024/25					

Opening Cashbook Balances 01 April 2024	
Opening Cashbook Balance B/F:	£21,374
Plus Precept 2024/2025	£46,291
Plus Budgeted Income	£1,285
Minus Budgeted Expenditure	£52,375
Closing Balance (Total EM + General Reserves):	£16,575
EM & General Reserves Breakdown 2024/2025	
EM Reserve	£0.00
General Reserves	£15,671.58
Total EM + General Reserves	£15,671.58

Precept Analysis	
Financial Year	Precept
2022/2023	£44,493.00
2023/2024	£45,383.00
2024/2025	£46,291.00
*2025/26	£47,251

*Proposed Precept

Projected Balances to 31 March 2025		
Opening Cash Book Balance 01 April 2024	£21,374.00	
Plus Precept Received	£46,291.00	
		£67,665.00
Projected Income (excluding precept)	£4,910.00	
Projected Expenditure	£41,361.00	
Projected Net Expenditure over income		£36,451.00
Projected General + Earmarked Reserves		£31,214.00
Represented By		
Less Contribution to 2025/2026 Budget		£1,746
EM Reserve		£0
General Reserves		£29,468.00

Precept 2025/2026 + Projected Opening Balances 01/04/2025		
Opening Projected Balance 01/04/2025		£31,214.00
EM Reserves		£0
General Reserves Breakdown		
Total General Reserves opening balance		£31,214.00
Less Contribution to Budget 2025/2026		£1,746
General Reserves Balance 2025/2026		£29,468.00
Precept Breakdown		
Plus Income (excluding Precept)		£2,998.00
Less Budgeted Expenditure		£51,995.00
Plus Contribution from Reserves		£1,746.00
Deficit to be raised via the precept		-£47,251.00

Annual Budget - By Centre

Note: Draft Budget 2025/2026

		<u>Last Year 2023/2024</u>		<u>Current Year 2024/2025</u>				<u>Next Year 2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	Council Income									
1076	Precept	45,383	45,383	46,291	46,291	46,291	0	47,251	0	0
1100	Donations Received	2,500	-500	0	0	0	0	0	0	0
1110	Grants	0	3,000	0	0	0	0	0	0	0
1200	Allotment Rent Received	500	1,333	1,240	1,633	1,633	0	1,600	0	0
1900	Miscellaneous Income	2,500	70	45	755	755	0	0	0	0
	Total Income	50,883	49,286	47,576	48,679	48,679	0	48,851	0	0
	Movement to/(from) Gen Reserve	50,883	49,286	47,576	48,679	48,679		48,851		
200	Employment Costs									
4000	Staff Wages	13,099	12,084	14,100	9,203	13,000	0	9,000	0	0
4020	NI-Tax PAYE/Employer	200	288	350	1,618	2,157	0	600	0	0
4030	Pension Contributions-Employer	300	250	1,000	0	0	0	0	0	0
4060	HW Allowance & Clerks Travel	200	174	100	346	450	0	500	0	0
4070	Training and Development	600	377	0	0	0	0	0	0	0
	Overhead Expenditure	14,399	13,173	15,550	11,167	15,607	0	10,100	0	0
	Movement to/(from) Gen Reserve	(14,399)	(13,173)	(15,550)	(11,167)	(15,607)		(10,100)		
205	Training & Travel Expenses									
4070	Training and Development	0	0	500	72	200	0	500	0	0
	Overhead Expenditure	0	0	500	72	200	0	500	0	0
	Movement to/(from) Gen Reserve	0	0	(500)	(72)	(200)		(500)		
210	Council Administration									
4100	Clerk Mobile Costs	100	129	200	217	250	0	120	0	0

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Annual Budget - By Centre

Note: Draft Budget 2025/2026

	<u>Last Year 2023/2024</u>		<u>Current Year 2024/2025</u>				<u>Next Year 2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4110 Insurance	600	527	700	568	568	0	700	0	0
4130 Audit - Internal & External	600	475	700	555	555	0	700	0	0
4140 Software & Support Costs	1,200	1,140	1,200	312	415	0	1,300	0	0
4145 Admin & Office Supplies	0	0	0	46	150	0	250	0	0
4150 Subscriptions	500	1,089	1,500	1,023	1,023	0	1,600	0	0
4155 Pension Service Admin Fees	0	0	0	132	132	0	0	0	0
4200 Election Expenses	0	0	3,000	0	0	0	3,000	0	0
4270 IT & MS Office 365 Costs	0	0	100	750	1,000	0	1,000	0	0
4280 Website inc hosting/domain	0	0	100	125	175	0	1,500	0	0
4700 Room Hire Costs - Council Hire	0	0	500	525	700	0	800	0	0
Overhead Expenditure	3,000	3,361	8,000	4,254	4,968	0	10,970	0	0
Movement to/(from) Gen Reserve	(3,000)	(3,361)	(8,000)	(4,254)	(4,968)		(10,970)		
220 Grants & Donations									
4200 Election Expenses	3,000	305	0	0	0	0	0	0	0
4210 Section 137/ Grants	5,000	1,762	5,000	4,720	4,719	0	5,000	0	0
4570 Youth projects & Funding	0	0	5,000	0	0	0	5,000	0	0
Overhead Expenditure	8,000	2,067	10,000	4,720	4,719	0	10,000	0	0
Movement to/(from) Gen Reserve	(8,000)	(2,067)	(10,000)	(4,720)	(4,719)		(10,000)		
230 Events & Promotional/Publicity									
4260 Promotional & Publicity	500	0	600	479	640	0	700	0	0
4280 Website inc hosting/domain	100	35	0	0	0	0	0	0	0
4290 Newsletters	1,000	771	0	0	0	0	500	0	0
4330 Events and Communications	200	161	1,000	180	500	0	3,000	0	0

Continued on next page

Annual Budget - By Centre

Note: Draft Budget 2025/2026

	<u>Last Year 2023/2024</u>		<u>Current Year 2024/2025</u>				<u>Next Year 2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	1,800	966	1,600	659	1,140	0	4,200	0	0
Movement to/(from) Gen Reserve	(1,800)	(966)	(1,600)	(659)	(1,140)		(4,200)		
250 Christmas Displays & Lights									
4660 Christmas Tree	0	0	250	166	166	0	1,250	0	0
4661 Christmas Lights & Ass'cost	0	0	0	55	1,000	0	1,200	0	0
Overhead Expenditure	0	0	250	221	1,166	0	2,450	0	0
Movement to/(from) Gen Reserve	0	0	(250)	(221)	(1,166)		(2,450)		
300 Environmental Projects									
4400 Shaw Park Path Improvements	4,000	3,000	1,000	0	1,000	0	2,000	0	0
4410 Shaw Park Pond Renovation	2,500	2,193	0	0	0	0	0	0	0
4430 Grounds & Maintenance	2,000	1,546	2,000	1,578	2,000	0	2,000	0	0
4480 Memorial Park Todd/ Area	20,800	23,300	0	0	0	0	0	0	0
4490 Jubilee Commem Orchard	0	0	2,000	0	1,000	0	2,000	0	0
4540 Floral Displays Maintain-DNU	-500	0	0	0	0	0	0	0	0
4550 Winter Gritting	0	0	800	684	684	0	800	0	0
4560 Floral Displays	300	193	500	145	500	0	500	0	0
4590 Allotment Water Rates	260	253	0	0	0	0	0	0	0
4620 Allotment Insurance	170	172	0	0	0	0	0	0	0
4635 Allotment Maintenance-Repairs	0	6,000	0	0	0	0	0	0	0
4650 Heritage Asset projects	0	0	3,000	0	0	0	3,000	0	0
4660 Christmas Tree	0	175	0	0	0	0	0	0	0
4740 Tools and Consumables	0	0	1,000	26	100	0	1,000	0	0
Overhead Expenditure	29,530	36,833	10,300	2,432	5,284	0	11,300	0	0

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Annual Budget - By Centre

Note: Draft Budget 2025/2026

	<u>Last Year 2023/2024</u>		<u>Current Year 2024/2025</u>				<u>Next Year 2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(29,530)</u>	<u>(36,833)</u>	<u>(10,300)</u>	<u>(2,432)</u>	<u>(5,284)</u>		<u>(11,300)</u>		
400 Allotments Drury Lane									
4590 Allotment Water Rates	0	0	260	162	260	0	300	0	0
4610 Allotment Assoc' Drury Lane	0	0	250	40	200	0	300	0	0
4620 Allotment Insurance	0	0	300	161	161	0	300	0	0
4630 Allotment Fence	0	0	6,000	4,150	5,533	0	0	0	0
4635 Allotment Maintenance-Repairs	0	0	0	350	350	0	1,000	0	0
4636 Room Hire - Allotments	0	0	650	180	300	0	500	0	0
4670 Garage Rent	0	0	0	75	75	0	75	0	0
4700 Room Hire Costs - Council Hire	1,500	940	0	0	0	0	0	0	0
4730 The Old Library -SDCC	37,650	37,650	0	0	0	0	0	0	0
4740 Tools and Consumables	500	255	0	0	0	0	0	0	0
4750 Tools & Consumables TOL DNU	500	487	0	0	0	0	0	0	0
Overhead Expenditure	<u>40,150</u>	<u>39,332</u>	<u>7,460</u>	<u>5,118</u>	<u>6,879</u>	<u>0</u>	<u>2,475</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(40,150)</u>	<u>(39,332)</u>	<u>(7,460)</u>	<u>(5,118)</u>	<u>(6,879)</u>		<u>(2,475)</u>		
999 VAT Data									
115 VAT Refund Receipts	0	3,328	0	2,522	2,522	0	1,398	0	0
Total Income	<u>0</u>	<u>3,328</u>	<u>0</u>	<u>2,522</u>	<u>2,522</u>	<u>0</u>	<u>1,398</u>	<u>0</u>	<u>0</u>
515 VAT on Payments	0	2,522	0	1,398	1,398	0	0	0	0
Overhead Expenditure	<u>0</u>	<u>2,522</u>	<u>0</u>	<u>1,398</u>	<u>1,398</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>806</u>	<u>0</u>	<u>1,124</u>	<u>1,124</u>		<u>1,398</u>		

Continued on next page

Annual Budget - By Centre

Note: Draft Budget 2025/2026

	<u>Last Year 2023/2024</u>		<u>Current Year 2024/2025</u>				<u>Next Year 2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	50,883	52,615	47,576	51,201	51,201	0	50,249	0	0
Expenditure	96,879	98,253	53,660	30,042	41,361	0	51,995	0	0
Movement to/(from) Gen Reserve	<u>(45,996)</u>	<u>(45,638)</u>	<u>(6,084)</u>	<u>21,159</u>	<u>9,840</u>		<u>(1,746)</u>		

Annual Budget - By Combined Account Code

Note: Draft Budget 2025/2026

		<u>Last Year 2023/2024</u>		<u>Current Year 2024/2025</u>				<u>Next Year 2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Budget Income</u>										
115	VAT Refund Receipts	0	3,328	0	2,522	2,522	0	1,398	0	0
1076	Precept	45,383	45,383	46,291	46,291	46,291	0	47,251	0	0
1100	Donations Received	2,500	-500	0	0	0	0	0	0	0
1110	Grants	0	3,000	0	0	0	0	0	0	0
1200	Allotment Rent Received	500	1,333	1,240	1,633	1,633	0	1,600	0	0
1900	Miscellaneous Income	2,500	70	45	755	755	0	0	0	0
Total Income		50,883	52,615	47,576	51,201	51,201	0	50,249	0	0
<u>Overhead Expenditure</u>										
515	VAT on Payments	0	2,522	0	1,398	1,398	0	0	0	0
4000	Staff Wages	13,099	12,084	14,100	9,203	13,000	0	9,000	0	0
4020	NI-Tax PAYE/Employer	200	288	350	1,618	2,157	0	600	0	0
4030	Pension Contributions-Employer	300	250	1,000	0	0	0	0	0	0
4060	HW Allowance & Clerks Travel	200	174	100	346	450	0	500	0	0
4070	Training and Development	600	377	500	72	200	0	500	0	0
4100	Clerk Mobile Costs	100	129	200	217	250	0	120	0	0
4110	Insurance	600	527	700	568	568	0	700	0	0
4130	Audit - Internal & External	600	475	700	555	555	0	700	0	0
4140	Software & Support Costs	1,200	1,140	1,200	312	415	0	1,300	0	0
4145	Admin & Office Supplies	0	0	0	46	150	0	250	0	0
4150	Subscriptions	500	1,089	1,500	1,023	1,023	0	1,600	0	0
4155	Pension Service Admin Fees	0	0	0	132	132	0	0	0	0
4200	Election Expenses	3,000	305	3,000	0	0	0	3,000	0	0
4210	Section 137/ Grants	5,000	1,762	5,000	4,720	4,719	0	5,000	0	0

Continued on next page

Annual Budget - By Combined Account Code

Note: Draft Budget 2025/2026

	<u>Last Year 2023/2024</u>		<u>Current Year 2024/2025</u>				<u>Next Year 2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4260 Promotional & Publicity	500	0	600	479	640	0	700	0	0
4270 IT & MS Office 365 Costs	0	0	100	750	1,000	0	1,000	0	0
4280 Website inc hosting/domain	100	35	100	125	175	0	1,500	0	0
4290 Newsletters	1,000	771	0	0	0	0	500	0	0
4330 Events and Communications	200	161	1,000	180	500	0	3,000	0	0
4400 Shaw Park Path Improvements	4,000	3,000	1,000	0	1,000	0	2,000	0	0
4410 Shaw Park Pond Renovation	2,500	2,193	0	0	0	0	0	0	0
4430 Grounds & Maintenance	2,000	1,546	2,000	1,578	2,000	0	2,000	0	0
4480 Memorial Park Todd/ Area	20,800	23,300	0	0	0	0	0	0	0
4490 Jubilee Commem Orchard	0	0	2,000	0	1,000	0	2,000	0	0
4540 Floral Displays Maintain-DNU	-500	0	0	0	0	0	0	0	0
4550 Winter Gritting	0	0	800	684	684	0	800	0	0
4560 Floral Displays	300	193	500	145	500	0	500	0	0
4570 Youth projects & Funding	0	0	5,000	0	0	0	5,000	0	0
4590 Allotment Water Rates	260	253	260	162	260	0	300	0	0
4610 Allotment Assoc' Drury Lane	0	0	250	40	200	0	300	0	0
4620 Allotment Insurance	170	172	300	161	161	0	300	0	0
4630 Allotment Fence	0	0	6,000	4,150	5,533	0	0	0	0
4635 Allotment Maintenance-Repairs	0	6,000	0	350	350	0	1,000	0	0
4636 Room Hire - Allotments	0	0	650	180	300	0	500	0	0
4650 Heritage Asset projects	0	0	3,000	0	0	0	3,000	0	0
4660 Christmas Tree	0	175	250	166	166	0	1,250	0	0
4661 Christmas Lights & Ass'cost	0	0	0	55	1,000	0	1,200	0	0
4670 Garage Rent	0	0	0	75	75	0	75	0	0
4700 Room Hire Costs - Council Hire	1,500	940	500	525	700	0	800	0	0

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Annual Budget - By Combined Account Code

Note: Draft Budget 2025/2026

		<u>Last Year 2023/2024</u>		<u>Current Year 2024/2025</u>				<u>Next Year 2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4730	The Old Library -SDCC	37,650	37,650	0	0	0	0	0	0	0
4740	Tools and Consumables	500	255	1,000	26	100	0	1,000	0	0
4750	Tools & Consumables TOL DNU	500	487	0	0	0	0	0	0	0
	Overhead Expenditure	96,879	98,253	53,660	30,042	41,361	0	51,995	0	0
	Total Budget Income	50,883	52,615	47,576	51,201	51,201	0	50,249	0	0
	Expenditure	96,879	98,253	53,660	30,042	41,361	0	51,995	0	0
	Movement to/(from) Gen Reserve	<u>(45,996)</u>	<u>(45,638)</u>	<u>(6,084)</u>	<u>21,159</u>	<u>9,840</u>		<u>(1,746)</u>		



To:	Members of the Parish Council
Meeting Date:	30 th January 2025
Subject:	Parish Clerk Correspondence Report
Officer:	Safia Kauser – Parish Clerk/RFO (Proper Officer)

Purpose of Report:

To provide members a summary of the correspondence received by the Clerk since the last meeting and to consider if any further actions are required. The list may not include general correspondence items actioned by the Clerk in accordance with Standing Order 13 (ix)

Date	Details
16.01.25	Address for the Old Library
16.01.25	YLCA Training Programme – January to March 2025
16.01.25	YLCA - Parkinson Partnership Training
16.01.25	Signing in Procedures at the Old Library
16.01.25	Consultation on the Community Infrastructure Levy - Draft Charging Schedule.
16.01.25	Calderdale Metropolitan Borough Council - Community Infrastructure Levy - Draft Charging Schedule
16.01.25	YLCA - White Rose Bulletin 10 January 2025
23.01.25	YLCA - Handling online abuse and intimidation FOR COUNCILLORS ONLY - Thursday, 13 February
23.01.25	YLCA - Regional Training Day - Talking Tables Friday, 21 March 2025
23.01.25	YLCA - Neurodiversity Webinar - Thursday, 3 April