

LEIGH PARISH COUNCIL

Agenda of the 8th November 2022 Leigh Parish Council meeting (7:00 PM) in Leigh Village Hall

	<u>Agenda items</u>																																										
1.	<u>APOLOGIES FOR ABSENCE</u>																																										
2.	<u>DECLARATION OF CONFLICT OF INTEREST</u>																																										
3.	<p><u>LEIGH PARISH COUNCIL MINUTES</u></p> <p>3.1. <u>Minutes signing</u> Minutes of 13th September 2022 Leigh Parish Council Meeting previously circulated and displayed for comment. No comments received. To be formally approved and signed by the vice-chairman.</p> <p>3.2. <u>Matters arising which are not otherwise on this agenda.</u> None</p>																																										
4.	<p><u>FINANCES OVERVIEW - Chairman</u></p> <p>4.1. <u>Reconciliation of bank account</u> See attached Reconciliation (Closing balance) £23,951.20 dated 25th October 2022 at foot of this Agenda.</p> <p>4.2. <u>Sums allocated to various Sub Accounts</u> On 25th October 2022, sums allocated to the 'sub accounts' stood at</p> <table border="1"> <tbody> <tr> <td>Play Park</td> <td></td> <td></td> <td></td> <td>£ 1,898.87</td> </tr> <tr> <td>Heritage Signage</td> <td></td> <td></td> <td></td> <td>£ 323.36</td> </tr> <tr> <td>Village Green</td> <td></td> <td></td> <td></td> <td>£ 1,383.20</td> </tr> <tr> <td>Community Infrastructure Funds</td> <td></td> <td></td> <td></td> <td>£ 7,479.60</td> </tr> <tr> <td>Repair and Replace Fund</td> <td></td> <td></td> <td></td> <td>£ 1,500.00</td> </tr> <tr> <td>National Lottery Environment Talks Fund</td> <td></td> <td></td> <td></td> <td>£ 1,077.24</td> </tr> <tr> <td></td> <td></td> <td></td> <td>F</td> <td>£ 13,662.27</td> </tr> </tbody> </table> <p>This leaves £10,288.93 (G) available for planned expenditure as budgeted. Note: F + G (£23,951.20) should always equal 'Closing balance' as shown on Reconciliation statement.</p> <p>4.3. <u>2021/2 Financial Year-end accounts and AGAR review</u> Chairman: Completion of FY 2021-22 External Audit</p> <p>4.4. <u>VAT reclaim for FY 2021-22</u> Clerk to update.</p>	Play Park				£ 1,898.87	Heritage Signage				£ 323.36	Village Green				£ 1,383.20	Community Infrastructure Funds				£ 7,479.60	Repair and Replace Fund				£ 1,500.00	National Lottery Environment Talks Fund				£ 1,077.24				F	£ 13,662.27							
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5.	<p><u>APPROVAL OF PAYMENTS – Clerk</u></p> <p>5.1. <u>Invoices Received to be approved:</u></p> <table border="1"> <thead> <tr> <th>Invoice Date</th> <th>Payee</th> <th>Goods / services received</th> <th>Cheque number</th> <th>Amount</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>31-10-22</td> <td>T Holder</td> <td>Grass Cutting Oct</td> <td></td> <td>£220.00</td> <td>VG</td> </tr> <tr> <td>13-10-22</td> <td>G Bugler</td> <td>Defibrillator pads</td> <td></td> <td>£60.00</td> <td>VAR</td> </tr> <tr> <td>20-09-22</td> <td>PKF Little John</td> <td>Audits 2022-2022</td> <td></td> <td>£240.00</td> <td>VAR</td> </tr> <tr> <td>01-12-22</td> <td>A Mahot</td> <td>Clerk's Pay for Nov</td> <td></td> <td>£181.11</td> <td>VAR</td> </tr> <tr> <td>01-01-23</td> <td>A Mahot</td> <td>Clerk's Pay for Dec</td> <td></td> <td>£181.11</td> <td>VAR</td> </tr> <tr> <td>25-10-23</td> <td>A Mahot</td> <td>Clerk's Expenses since May</td> <td></td> <td>£54.51</td> <td>VAR</td> </tr> </tbody> </table>	Invoice Date	Payee	Goods / services received	Cheque number	Amount	Budget	31-10-22	T Holder	Grass Cutting Oct		£220.00	VG	13-10-22	G Bugler	Defibrillator pads		£60.00	VAR	20-09-22	PKF Little John	Audits 2022-2022		£240.00	VAR	01-12-22	A Mahot	Clerk's Pay for Nov		£181.11	VAR	01-01-23	A Mahot	Clerk's Pay for Dec		£181.11	VAR	25-10-23	A Mahot	Clerk's Expenses since May		£54.51	VAR
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	<p>5.2. <u>Pre-Approval of forthcoming payments</u></p> <ul style="list-style-type: none"> • One outstanding: Payment of councillor training upon reception of the invoice. Pre-authorised at Sept meeting. <p>5.3. <u>Grants – approval for payment</u></p> <p>Approve, from main account, the payment of the following grants (total £820.00), as budgeted in January 2022</p> <ul style="list-style-type: none"> • Leigh Parish Church £520.00 • Nordcat Transport £300.00 <p>5.4. <u>Internal ‘Cash’ Transfers</u></p> <p>Approve the transfers below, as earmarked in January 2022 budget</p> <ul style="list-style-type: none"> • From main account to PlayPark sub-account: £500.00 • From main account to Repair and Replace sub-account: £1,500.00 • From CIL sub-account to Village Green sub-account: £1,500.00
6.	<p><u>ONLINE BANKING - Chairman</u></p> <p>6.1. <u>Update to LPC Online Banking</u></p> <ul style="list-style-type: none"> • Online Banking Setup Issue: As per email sent by clerk on 17th Oct. Decision to move to ‘Sole Authorisation’, in order that online banking can move forward. • Previously: <i>Electronic Banking Limits; Amelie Mahot given authority to make on-line payments, following approval by council, of up to £1,000.00 electronically.</i> <p>6.2. <u>Circulation of bank statements</u></p> <ul style="list-style-type: none"> • Bank Statements on Cloud, from January 2022 • Most recent: period ending 25th October
7.	<p><u>PROGRESS OF INTERNAL AUDIT RECOMMENDATIONS - Cllr J Dixon</u></p> <p>7.1. <u>Update on CIL Accounting and Expenditure</u> – Chairman Alternative option to previously agreed intentions</p> <p>7.2. <u>Current Contract and Lease</u> – Chairman and Clerk See Lease-Contracts update on Cloud (in Finance Spreadsheet)</p>
8.	<p><u>VILLAGE GREEN – Cllr Read</u></p> <p>8.1. <u>Grass Cutting Contract</u> – Cllr J Dixon (see email dated 1/11/22) Council is asked to approve the award of a 3 year contract to T Holder.</p> <p>8.2. <u>Additional Fixtures or Fittings</u> - Chairman See Policy adopted at 16/11/21 PC meeting, as recorded in minutes. See Statement of Intended Use on Cloud (in VG Lease)</p> <p>8.3. <u>Issue of dog fouling</u> – see Nov 2022 WVM: ‘LPC update’</p>
9.	<p><u>PLAYPARK – Cllr Adey</u></p>

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	<p>9.1. <u>RoSPA Playsafety</u> Update on rubber step / matting / weeding of fort mound.</p> <p>9.2. <u>Future equipment project: update on ideas for future equipment purchase</u></p>
10.	<p><u>HIGHWAYS – Chairman</u></p> <p>10.1. <u>Three Gates speed limit application</u> – See Chairman 27/9/22 email.</p> <p>10.2. <u>Heritage signpost refurbishment</u> - Update</p> <p>10.3. <u>Litter Pick – January</u> - Update on Insurance – See Chairman email 1 Nov 2022 'Leigh Litter Pick LLP Jan 2023'.</p> <p>10.4. <u>Footpaths</u> – Cllr Vincent - Stile at Totnell - update</p> <p>10.5. <u>Flood Alleviation</u></p> <ul style="list-style-type: none"> • West River FWAG(SW) Proposal. See email from Chairman dated 20th Oct. 2022 • Yeovil Rivers Community Trust / Wriggle Natural Flood Management project. See email from Chairman dated 20th Oct 2022
11.	<p><u>LEIGH PARISH COUNCIL – FUTURE REPRESENTATION</u> - Chairman</p> <p>11.1 Candidates for Election as Chairman May 2023</p> <p>11.2 Process if no candidate for Chairman – Cllr J Dixon</p> <p>11.3 Cllr responsible for close working with FRO (Clerk) - future councillor with detailed understanding of state of PC's finances.</p>
12.	<p><u>COUNCIL ORDERS – REVISION</u> Cllr J Dixon</p> <p>12.1 Standing Orders – Update</p> <p>12.2 Financial Regulations - update</p>
13.	<p><u>PARISH CLIMATE CHANGE INITIATIVE</u> – Cllr C Dixon</p> <ul style="list-style-type: none"> - 17 Nov, 7 to 10 PM: <i>Steven Jermy - Offshore renewable energy</i> - 19 Nov 'Make Do & Mend' Workshop - Other future dates (topic tbc): 12 Jan / 16 Feb / 16 March
14.	<p><u>PLANNING</u> - Clerk</p> <p><u>Applications</u>: None</p>
15.	<p><u>CORRESPONDENCE RECEIVED</u> - Clerk</p> <p>14.1. <u>September and October Crime Reports</u> Nothing to report in Leigh. 2 new incidents in neighbouring communities.</p> <p>13.2. <u>Lloyd's</u>; Complaint closed.</p> <p>13.3. <u>Dorset Council Grant</u>; Information circulated to relevant parties.</p> <p>13.4. <u>Training opportunity for Clerk</u> – On Pause for the time being</p>
16.	<p><u>ITEMS OF AN URGENT NATURE</u></p>
17.	<p><u>DATE(S) OF NEXT MEETINGS</u></p> <p>Leigh Village Hall, 7:00 PM: 10th January 2023; 14 March 2023.</p>

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BANK RECONCILIATION			
Council Name	Leigh Parish Council		
Financial Year 22/23	Reconciliation Statement		
Prepared by	Amelie Mahot; Parish Clerk / RFO		
Date	25th October		
Petty Cash Holding	Nil		
Balance per bank statement			
Lloyds Bank 25th of October Balance			£28,052.16
<u>Less unpresented cheques</u>			Notes
	15-Aug-22	710	£ 360.00
	1-Aug-22	712	£ 80.17
	25-Oct-22	721	£ 56.73
	25-Oct-22		£ 350.95
	25-Oct-22		£ 3,000.00
	25-Oct-22		£ 72.00
	1-Nov-22		£ 181.11
			£ 4,100.96
Unbanked Cash			£ -
Net Bank Balances as of 25th October			£23,951.20
The net balances reconcile to the Cash Book (receipts & payments account) for the year as follows			
CASH BOOK			
Opening Balance 1 April 2022			£ 24,259.86
Add: Receipts as at 25th October			£ 10,336.45
Payments: As at 25th October			£ 10,645.11
Closing balance as per In Year cash spreadsheet tab (receipts and payments tab) as at 25th October (must equal net bank balances above)			£23,951.20