

LEIGH PARISH COUNCIL

Agenda for the 10th of January 2023 Leigh Parish Council meeting (7:00 PM) in Leigh Village Hall

1.	<u>APOLOGIES</u>																																			
2.	<u>MINUTES</u> <u>Minutes signing</u> <p>Minutes of 8th of November 2022 Leigh Parish Council meeting previously shared and approved by all via email. To be signed by the chairman.</p>																																			
3.	<u>DECLARATIONS OF INTEREST</u>																																			
4.	<u>PUBLIC PARTICIPATION / URGENT MATTERS</u> <p>A period of 15 minutes is allocated to public petitions, questions or statements on issues not already on the agenda.</p>																																			
5.	<u>FINANCES OVERVIEW</u> <p>5.1. <u>Reconciliation of bank account (at foot of agenda)</u> Council to approve the Bank Reconciliation: £21,763.74 on 31st of December.</p> <p>5.2. <u>Sums allocated to various Sub Accounts</u> On 31st December 2022, the sums allocated to the 'sub accounts' stood at</p> <table border="1"> <tr> <td>Play Park</td> <td>£ 2,398.87</td> </tr> <tr> <td>Heritage Signage</td> <td>£ 296.53</td> </tr> <tr> <td>Village Green</td> <td>£ 2,663.20</td> </tr> <tr> <td>Community Infrastructure Funds</td> <td>£ 5,979.60</td> </tr> <tr> <td>Repair and Replace Fund</td> <td>£ 3,000.00</td> </tr> <tr> <td>National Lottery Environment Talks Fund</td> <td>£ 1,077.24</td> </tr> <tr> <td style="text-align: right;">F</td> <td>£ 15,415.44</td> </tr> </table> <p>This leaves £6,348.30 for VAR expenditure as per the FY 2021-22 budget.</p> <p>5.3. <u>VAT reclaim for FY 2021-22</u> Clerk update.</p>	Play Park	£ 2,398.87	Heritage Signage	£ 296.53	Village Green	£ 2,663.20	Community Infrastructure Funds	£ 5,979.60	Repair and Replace Fund	£ 3,000.00	National Lottery Environment Talks Fund	£ 1,077.24	F	£ 15,415.44																					
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6.	<u>APPROVAL OF PAYMENTS</u> <p>6.1. <u>Invoices Received</u> The following were received and now require council approval for payment:</p> <table border="1"> <thead> <tr> <th>Invoice Date</th> <th>Payee</th> <th>Goods / services received</th> <th>Amount</th> <th>Budget line</th> </tr> </thead> <tbody> <tr> <td>30-11-22</td> <td>JRB Enterprise Ltd</td> <td>15 Cases of 800 dog poo bags</td> <td>£ 436.80</td> <td>VG</td> </tr> <tr> <td>01-12-22</td> <td>Community Heartbeat Trust</td> <td>Yearly rental of emergency phone (1st Jan 2023 to 1st Jan 2024) for defibrillator</td> <td>£ 62.40</td> <td>VAR</td> </tr> <tr> <td>2022</td> <td>HMRC</td> <td>NI Employers Contributions</td> <td>About £20</td> <td>VAR</td> </tr> <tr> <td>10-01-23</td> <td>A Mahot</td> <td>Clerk Expenses</td> <td>£ 10.88</td> <td>VAR</td> </tr> </tbody> </table> <p>6.2. <u>Upcoming Payments for advance Approval</u></p> <table border="1"> <thead> <tr> <th>Date Expected</th> <th>Payee</th> <th>Goods / services received</th> <th>Amount</th> <th>Budget line</th> </tr> </thead> <tbody> <tr> <td>03-02-23</td> <td>A Mahot</td> <td>Clerk salary for January</td> <td>£ 198.48</td> <td>VAR</td> </tr> </tbody> </table>	Invoice Date	Payee	Goods / services received	Amount	Budget line	30-11-22	JRB Enterprise Ltd	15 Cases of 800 dog poo bags	£ 436.80	VG	01-12-22	Community Heartbeat Trust	Yearly rental of emergency phone (1 st Jan 2023 to 1 st Jan 2024) for defibrillator	£ 62.40	VAR	2022	HMRC	NI Employers Contributions	About £20	VAR	10-01-23	A Mahot	Clerk Expenses	£ 10.88	VAR	Date Expected	Payee	Goods / services received	Amount	Budget line	03-02-23	A Mahot	Clerk salary for January	£ 198.48	VAR
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	03-03-23 ?	A Mahot Hags UK	Clerk salary for February 2 Rubber Treads + Delivery	£ 198.48 £192.00	VAR PP
7.	<p><u>PRECEPT FOR FY 2023-24</u></p> <p>7.1. <u>To approve Precept demand of £9844</u> See Chairman's email of 12th December. This represents a 3% increase.</p> <p>7.2. <u>Signing of the Precept Request</u> Clerk to provide form for signature.</p>				
8.	<p><u>BUDGET FOR FY 2023-24</u></p> <p>To approve draft budget as circulated by email from Chairman 12/12/2022</p>				
10.	<p><u>ONLINE BANKING</u></p> <p>10.1 <u>Update to LPC Online Banking</u> Clerk's update.</p> <p>10.2 <u>Electronic payments Process</u> Clerk responsibilities for initiation.</p>				
11.	<p><u>PROGRESS OF INTERNAL AUDIT RECOMMENDATIONS</u></p> <p>11.1. <u>Update on CIL Accounting and Expenditure</u> Cllr Bennett's update. (See 11th December email).</p> <p>11.2. <u>Current 'Contracts and Leases' (as per tab on Council Finance Spreadsheet)</u> Clerk's update.</p>				
12.	<p><u>VILLAGE GREEN</u></p> <p>12.1. <u>Blackmore Vale Hunt – Cllr J Dixon</u> Inadvertent intrusion on 3 December.</p> <p>12.2. <u>Additional Fixtures or Fittings</u> Update from Cllrs J Dixon and C Adey on progress survey draft.</p> <p>12.3. <u>Dog fouling</u> Clerk's update.</p>				
13.	<p><u>PLAYPARK</u></p> <p>13.1. <u>RoSPA Playsafety pick up points</u> Refurbishment of rubber step update by Cllr Adey.</p> <p>13.2. <u>Future equipment project: update on ideas for future equipment</u> Cllr Adey's update.</p>				
14.	<p><u>HIGHWAYS</u></p> <p>14.1. <u>Three Gates speed limit application</u> Chairman's update.</p> <p>14.2. <u>Heritage fingerpost refurbishment</u> Update.</p>				

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	<p>14.3. <u>Litter Pick – January</u> Plan as circulated by ‘Champion’ Andrew Little.</p> <p>14.4. <u>Footpaths</u> Update</p>
15.	<p><u>LEIGH PARISH COUNCIL – FUTURE REPRESENTATION</u></p> <p>15.1. <u>Replacement councillors</u> Chairman</p> <p>15.2. <u>Clerk’s future intentions</u> Clerk</p>
16.	<p><u>COUNCIL POLICIES – REVISION</u></p> <p>16.1. <u>Website</u> Cllr Adey update.</p> <p>16.2. <u>Next Steps</u> Plan for 2023.</p>
17.	<p><u>PARISH CLIMATE CHANGE INITIATIVE</u></p> <p>Cllr C Dixon’s update.</p>
18.	<p><u>PLANNING</u></p> <p><u>Applications</u> None.</p>
19.	<p><u>CORRESPONDENCE RECEIVED</u></p> <p>19.1. <u>October Crime Report</u> Nothing to report in Leigh.</p> <p>19.2. <u>Dorset Council Grant</u> Cllr Adey’s update.</p> <p>19.3. <u>Register of Interests</u> Clerk’s update.</p> <p>19.4. <u>HMRC</u> Clerk’s update on the overdue payment.</p> <p>19.5. <u>Housing Register of Dorset Council</u> Re-let letter.</p> <p>19.6. <u>Fostering Team of Dorset Council</u> Request.</p> <p>19.7. <u>Update from Justin Griggs at NALC on the finance settlement for 23/24</u> Shared via email to councillors.</p> <p>19.8. <u>PKF – Accountants</u> Non-receipt of cheque (mid-December).</p>

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	<p>19.9. <u>SAAA - Smaller Authorities Audit Appointments</u></p> <p>External Audit appointment: BDO LLP, from Financial Year 2022-23 to 2026-27.</p> <p>19.10. <u>DAPTC – with NALC/SLCC</u></p> <p>Recommend that councils adopt the most recent LGA Code of Conduct (December 2020) as opposed to the old one (2011).</p> <p>19.11. <u>Patient Participation Group - Grove Medical Centre</u></p> <p>Clerk's update.</p>
20.	<p><u>VILLAGE HALL BOOKINGS</u></p> <p><u>Proposed dates</u></p> <p>FY 2023-24</p> <ul style="list-style-type: none">- 9th May 2023- 11th July- 12th September- 14th November- 9th January 2024- 12th March- 14th May
21.	<p><u>DATES OF NEXT MEETINGS</u></p> <p>Leigh Village Hall, 7:00 PM</p> <ul style="list-style-type: none">- 14th March- 9th May (Annual General Meeting + Regular Meeting)

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BANK RECONCILIATION			
Council Name	Leigh Parish Council		
Financial Year 22/23	Reconciliation Statement		
Prepared by			
Date	31st December 2022		
Petty Cash Holding	Nil		
Balance per bank statement			
Lloyds Bank 31st December 2022 Balance		£22,003.74	
<u>Less unpresented cheques</u>			Notes
PKF Littlejohn; External Audit	728	£ 240.00	
		£ 240.00	
Unbanked Cash		£ -	
Net Bank Balances as of 31st December 2022		£21,763.74	
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 31st December 2022	£ 10,336.45		
Payments: As at 31st December 2022	£ 12,832.57		
Closing balance as per In Year cash spreadsheet tab (receipts and payments tab) as at 31st December 2022 (must equal net bank balances above)		£21,763.74	