**Eakring Annual Parish Council Meeting**

Councillors are summoned to the ANNUAL meeting of the Eakring Parish Council on Wednesday 8th May 2024 at 7.30pm. To be held in Cator Hall, Eakring. The Public and Press are welcome to attend.

Issued 30th April 2024 by ***Susan Stack,*** Locum Clerk,

19 Shepard Close, Nottingham NG6 7BP Tel 07708 663342

***Before the meeting starts RCAN will be giving all present advice on matters relating to village halls and how they can help us achieve our aspirations. Members of the public present are invited to take part in this session.***

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| 1 | Apologies for absence |
| 2 | Election of Chairman |
| 3 | Election of Vice Chairman |
| 4 | Declaration of Councillors Interest;Members must ensure that they complete the Declaration of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e. tostay in the meeting, to leave the meeting or stay in the meeting tomake representations and then leave the meeting prior to any considerations or determinations of the item). Where a member indicates that they have an interest, but wish to make a representation regarding the item before leaving the meeting, those representations must be made under public participation The Declarations of Interests for matters other than Disclosable PecuniaryInterests will be read out from the sheet and members will be asked to confirm that the record is correct.Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the Code of Conduct relating to agenda items shall do so at this stage. |
| 5 | Public Participation (maximum 15 minutes in accordance with Standing Orders) |
| 6 | To receive only - Reports from Police, District and County Councillors |
| 7 | To receive and approve – Minutes from meeting of 10th April 2024 |
| 8 | To report – Matters arising from minutes not covered elsewhere on the agenda |
| 9 | To receive only – Chairman’s announcements |
| 10 | To complete the annual AGAR return;1. Receive and approve the internal auditors report
2. Consider, complete and sign the Annual Governance Statement
3. Consider and approve the Accounting Statements
4. To review and approve the Council’s standing Orders
5. To agree Notice of public rights to be issued
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| 11 | Annual reviews of;1. The Council’s Standing orders [model-standing-orders (EPCP 17 V1).pdf (eakring.org)](https://www.eakring.org/model-standing-orders%20%28EPCP%2017%20V1%29.pdf)
2. Financial regulations [financial-regulations April 22 (EPCP No.16) V2.pdf (eakring.org)](https://www.eakring.org/financial-regulations%20April%2022%20%28EPCP%20No.16%29%20V2.pdf)
3. Annual risk assessment/Risk Management scheme
4. Fixed Asset register and inspection of assets held for risk and H&S
5. Insurance renewal and confirm adequate cover in place
6. Cllrs Code of Conduct
7. Disability discrimination
8. Internal Audit Controls
9. Lone working Policy
10. Safeguarding Policy
11. Social Media Policy
12. Health and Safety Policy Statement
13. Complaints procedure
14. Grievance procedure (new) – to be included in employee contracts
15. Disciplinary procedure (new) - to be included in employee contracts
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| 12 | To discuss and comment on outstanding planning matters (others may be reported only at the meeting – no decisions permitted)Proposal: Erection of detached Garden Room; Site Address: The Barn Sikey Lane Eakring NG22 0DD ; Planning Application Ref: 24/00694/HOUSE |
| 13 | To receive and approve – Financial matters;Receipts and payments 1st to 27th April 2024

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| --- | --- | --- | --- | --- |
| 15 April 2024 | 1 | K Peet | Cator hall cleaning Nisbets | £(10.78) |
| 15 April 2024 | 2 | K Peet | Cator hall cleaning Nisbets | £56.58 |
| 15 April 2024 | 3 | K Peet | Cator hall cleaning Nisbets | £14.38 |
| 15 April 2024 | 4 | K Peet | Cator hall keys Timpson | £19.00 |
| 15 April 2024 | 5 | K Peet | Stationery Tesco | £6.90 |
| 15 April 2024 | 6 | K Peet | Stationery Amazon | £34.97 |
| 05 April 2024 | 11 | J Wilson | Cator Hall Window Cleaning | £(15.00) |
| 08 April 2024 | 12 | M P | Hall hire 23/3 | £40.00 |
| 11 April 2024 | 13 | M C | Hall hire 1/12/23 | £22.50 |
| 12 April 2024 | 14 | Talk Talk | Cator Hall Internet | £(39.30) |
| 15 April 2024 | 15 | PRS | Licence | £(832.05) |
| 17 April 2024 | 16 | L R | Hall hire 1/6 | £30.00 |
| 22 April 2024 | 17 | M P | Hall hire 19/4 | £30.00 |
| 25 April 2024 | 18 | J A | Hall hire  | £15.00 |

Items to be authorised for payment (other items may be added to this list at the meeting)

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| May meeting | 7 | Rcan  | Membership | £114.00 |
| May meeting | 8 | S Stack | Clerking 29Feb - 29thMar | £875.15 |
| May meeting | 9 | S Stack | Clerking 1stApr-12thApr | £418.85 |

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| 14 | To review and approve;

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| **EAKRING PARISH COUNCIL - Accounts as at 27th April 2024** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **INCOME** |  | **BUDGET** |   |   | **ACTUAL** |   |
| Precept |  | 5632 |   |   | 0 |   |
| VAT Reclaim |  | 0 |   |   | 0 |   |
| Light source |  | 0 |   |   | 0 |   |
| Wind farm |  | 0 |   |   | 0 |   |
| Rent |  | 0 |   |   | 0 |   |
| Grants |  | 0 |   |   | 0 |   |
| Other 1 |  | 0 |   |   | 0 |   |
| Other 2 |  | 0 | 5632 |   | 0 | 0 |
|  |  |   |   |  |   |   |
| **EXPENSES** |  |   |   |  |   |   |
| Staff Expenses inc PAYE | -3450 |   |   | 0 |   |
| Admin/ Audit fee |  | -540 |   |   | 0 |   |
| Office Expenses |  | -200 |   |   | -42 |   |
| Subs NALC/ICO/Rcan | -165 |   |   | 0 |   |
| Defib Box |  | -80 |   |   | 0 |   |
| Insurance |  | -400 |   |   | 0 |   |
| Bank Charges |  | -72 |   |   | 0 |   |
| Community |  | -100 |   |   | 0 |   |
| ECHO/CAB donations | -75 |   |   | 0 |   |
| Dog Bins |  | -550 |   |   | 0 |   |
| Clerk Mileage |  | 0 |   |   | 0 |   |
|  |  | 0 | -5632 |   | 0 | -42 |
|  |  |   |   |  |   |   |
| **CATOR HALL INCOME AND EXPENDITURE** |   |   |  |   |   |
| Hall Hire |  | 0 |   |   | 153 |   |
| Grants |  | 0 |   |   | 0 |   |
| Other1 |  | 0 |   |   | 0 |   |
|  |  | 0 | 0 |   | 0 | 153 |
| Running Expenses |  | -5400 |   |   | -155 |   |
| Capital Improvements | -2000 |   |   | 0 |   |
| PRS/ Alcohol Licence | -1300 |   |   | -832 |   |
| Repairs/ Testing |  | -1450 |   |   | 0 |   |
| Insurance |  | -550 | -10700 |   | 0 | -987 |
|  |  |  |  |  |  |  |
| **EAKRING PARISH COUNCIL - Bank Reconciliation** |
| Opening Bank Balances |   |   |   |   |   |
|   | Current |  £ 9,169.17  |   |   |   |   |
|   | Reserve |  £ 45,664.75  |   |   |   |   |
|   | Cator Hall |  £ 1,601.35  |   |   |   |   |
|   |   |  £ 56,435.27  |   |   |   |   |
|   |   |   |   |   |   |   |
|   | Add receipts |  £ 152.50  |   |   |   |   |
|   |   |   |   |   |   |   |
|   | Less Payments | -£ 1,028.96  |   |   |   |   |
|   |   |   |   |   |   |   |
|   | Closing Balance |  £ 55,558.81  |   |   |   |   |
|   |   |   |   |   |   |   |
|   | Made up of: |   |   |   |   |   |
|   | Current | £9,127.30 |   |   |   |   |
|   | Reserve | £45,664.75 |   |   |   |   |
|   | Cator Hall | £766.76 |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   | -£ 0.00  |   |   |   |   |
|   |   |   |   |   |   |   |

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| 15 | To discuss quotations received regarding:1. Window repairs at Cator hall – amend Repairs budget accordingly
2. Acoustic installation at Cator hall - amend Repairs budget accordingly
3. Ceiling Quotations at Cator hall - amend Repairs budget accordingly
4. To cancel PRS subscription
5. To delegate to Cllrs authority to obtain quotes for any urgent works and set budget accordingly
6. To delegate to the Clerk to switch electricity suppliers for Cator Hall and enter into an agreement of no longer than 3 years.
7. To delegate to the Clerk to switch broadband suppliers for Cator Hall and enter into an agreement of no longer than 3 years.
8. To delegate to the Clerk authority to get PAT testing carried out
9. To consider purchase of hot cabinet from WI for community use £100
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| 16 | To receive – A report from the Clerk on progress in the month;1. Banking arrangements
2. Monitoring Cator hall bookings against receipts – report on unpaid hire fees (if any)
3. VAT reclaim S126
4. Website
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| 17 | To consider applications for co-option to the Parish Council |
| 18 | To consider applications for posts advertised in Newsletter |

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