

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.

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. to stay in the meeting, to leave the meeting or stay in the meeting to make 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 Pecuniary Interests 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 10 th 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; - Receive and approve the internal auditors report - Consider, complete and sign the Annual Governance Statement - Consider and approve the Accounting Statements - To review and approve the Council's standing Orders - To agree Notice of public rights to be issued
11	Annual reviews of; - The Council's Standing orders model-standing-orders (EPCP 17 V1).pdf (eakring.org) - Financial regulations financial-regulations April 22 (EPCP No.16) V2.pdf (eakring.org) - Annual risk assessment/Risk Management scheme - Fixed Asset register and inspection of assets held for risk and H&S - Insurance renewal and confirm adequate cover in place - Cllrs Code of Conduct

	g) Disability discrimination h) Internal Audit Controls i) Lone working Policy j) Safeguarding Policy k) Social Media Policy l) Health and Safety Policy Statement m) Complaints procedure n) Grievance procedure (new) – to be included in employee contracts o) Disciplinary procedure (new) - to be included in employee contracts																																																																																								
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 1 st to 27 th April 2024 <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">15 April 2024</td><td style="width: 5%;">1</td><td style="width: 20%;">K Peet</td><td style="width: 40%;">Cator hall cleaning Nisbets</td><td style="width: 15%; text-align: right;">£(10.78)</td></tr> <tr> <td>15 April 2024</td><td>2</td><td>K Peet</td><td>Cator hall cleaning Nisbets</td><td style="text-align: right;">£56.58</td></tr> <tr> <td>15 April 2024</td><td>3</td><td>K Peet</td><td>Cator hall cleaning Nisbets</td><td style="text-align: right;">£14.38</td></tr> <tr> <td>15 April 2024</td><td>4</td><td>K Peet</td><td>Cator hall keys Timpson</td><td style="text-align: right;">£19.00</td></tr> <tr> <td>15 April 2024</td><td>5</td><td>K Peet</td><td>Stationery Tesco</td><td style="text-align: right;">£6.90</td></tr> <tr> <td>15 April 2024</td><td>6</td><td>K Peet</td><td>Stationery Amazon</td><td style="text-align: right;">£34.97</td></tr> <tr> <td>05 April 2024</td><td>11</td><td>J Wilson</td><td>Cator Hall Window Cleaning</td><td style="text-align: right;">£(15.00)</td></tr> <tr> <td>08 April 2024</td><td>12</td><td>M P</td><td>Hall hire 23/3</td><td style="text-align: right;">£40.00</td></tr> <tr> <td>11 April 2024</td><td>13</td><td>M C</td><td>Hall hire 1/12/23</td><td style="text-align: right;">£22.50</td></tr> <tr> <td>12 April 2024</td><td>14</td><td>Talk Talk</td><td>Cator Hall Internet</td><td style="text-align: right;">£(39.30)</td></tr> <tr> <td>15 April 2024</td><td>15</td><td>PRS</td><td>Licence</td><td style="text-align: right;">£(832.05)</td></tr> <tr> <td>17 April 2024</td><td>16</td><td>L R</td><td>Hall hire 1/6</td><td style="text-align: right;">£30.00</td></tr> <tr> <td>22 April 2024</td><td>17</td><td>M P</td><td>Hall hire 19/4</td><td style="text-align: right;">£30.00</td></tr> <tr> <td>25 April 2024</td><td>18</td><td>J A</td><td>Hall hire</td><td style="text-align: right;">£15.00</td></tr> </table> Items to be authorised for payment (other items may be added to this list at the meeting) <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">May meeting</td><td style="width: 5%;">7</td><td style="width: 20%;">Rcan</td><td style="width: 40%;">Membership</td><td style="width: 15%; text-align: right;">£114.00</td></tr> <tr> <td>May meeting</td><td>8</td><td>S Stack</td><td>Clerking 29Feb - 29thMar</td><td style="text-align: right;">£875.15</td></tr> <tr> <td>May meeting</td><td>9</td><td>S Stack</td><td>Clerking 1stApr-12thApr</td><td style="text-align: right;">£418.85</td></tr> </table>				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	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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Other 1	0		0	
Other 2	0	5632	0	0
<u>EXPENSES</u>				
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
<u>EAKRING PARISH COUNCIL - Bank Reconciliation</u>				
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		

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

Eakring Parish Council	55,558.81 GBP
20427427 - Instant Access	45,664.75 GBP Available: 45,664.75 GBP
20427414 - Current T1	9,127.30 GBP Available: 9,127.30 GBP
20427401 - Current T1	766.76 GBP Available: 766.76 GBP