

Dishforth Parish Council

C/o Dishforth Village Hall, Main Street, Dishforth, North Yorkshire, YO7 3JU

Phone: 07442 903538 | **Email:** parishclerk@dishforthpc.org.uk | **Website:** www.dishforthpc.org.uk

Dated: Friday 05th July 2024

NOTICE OF AN EXTRAORDINARY COUNCIL MEETING

To all Members of the Parish Council,

Notice is hereby given that an **EXTRAORDINARY MEETING** of Dishforth Parish Council will be held on **Friday 12th July 2024 at 7.00pm in the Village Hall**, Main Street, Dishforth YO7 for the purpose of transacting the business set out in the attached agenda.

Signed: *Cllr Anne Sturzaker*

Cllr Anne Sturzaker – Chairman of the Parish Council

Council Membership	
Cllr Anne Sturzaker [Chairman]	Cllr Andy Clark [Vice-Chairman]
Cllr Alison Dodds	Cllr Simon Watson
Cllr Sue Reid	

**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.

DISHFORTH PARISH COUNCIL

Extraordinary Full Council Meeting: Friday 12th July 2024 at 7.00pm

A G E N D A

Minute	
E472	<p>1. Chairmans Opening Remarks To receive the Chairmans Opening Remarks.</p>
E473	<p>2. Apologies To receive and approve apologies and reasons for absence.</p>
E474	<p>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.</p> <p>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.</p>
E475	<p>4. Public Participation To convene a 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.</p> <p>Note: The Public Participation session shall not exceed 15 minutes unless directed by the Chairman and each member of the public shall not speak for more than 3 minutes. A question at the meeting shall not require a response or debate during the meeting. The Chairman may direct that a written response or oral response be given.</p>
E476	<p>5. Report from Unitary Authority Councillor To receive a report from the North Yorkshire Unitary Councillor Nicholas Brown.</p>
E477	<p>6. Minutes</p> <ol style="list-style-type: none">To approve the draft minutes of the Ordinary Parish Council meeting held on the 11th June 2024 as a true record and to be signed by the Chairman (previously circulated).To note the comments raised by the Chairman in relation to the minutes of the meeting held on the 11th June 2024.
E478	<p>7. Exclusion of the Press and Public To consider and resolve the agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies Admissions to Meetings Act 1960 for matters appertaining to confidential information.</p>
E479	<p>8. Dishforth Cemetery Maintenance and Administration To receive an update from Cllr Reid relating to the cemetery administration and to resolve any further actions, inclusive of the following matters:</p> <ol style="list-style-type: none">Visual inspectionsAnnual Risk AssessmentHeadstone topple testingAccess to the noticeboard and signage

E480	<p>9. Village Matters To receive any updates on village matters and to resolve any further actions inclusive of the following matters:</p> <ul style="list-style-type: none"> a) Quantity and locations of the general/dog waste bins in the village and consider the need for further units/re-locating of some units (Cllr Reid) b) Highways Project - creating boxes to support the hedgehog highway and approval of costs (correspondence enclosed).
E481	<p>10. Playing Fields and Sports Pavilion Hire and Maintenance Matters</p> <ul style="list-style-type: none"> a) To consider the request from the Dishfest committee for the approval of the hire of the playing fields from Sunday 25 May to Saturday 31 May 2025 along with the closure of the Playing Fields and Playground to the general public on the day. b) To consider the request from Dalton Athletic Football Club for the hire of the playing field/football pitch and changing room facilities for the 24/25 season (request previously circulated) and to resolve any further actions inclusive of costs. c) To receive any updates relating to the hire arrangement from the monthly user of the Playing Field who hires the area for Gym Training and to agree any further actions if necessary. d) To consider a Fun day at the cricket ground as proposed by Mark Atkin and to consider the grounds work required to cricket square. e) To note that mole activity was reported by the Grass cutting contractor on the 25th June 2024. In consultation with the Chair, Pesttec contractors have been contacted on the 28th June 2024 to undertake a site visit and deal with the moles. f) To note the authorisation of an electrical contractor to undertake an Electrical Installation Condition Testing at the Sports Pavilion in consultation with Council Members and in accordance with Financial Regulation 4.1. This work is required to be undertaken every five years for commercial premises. The cost was agreed at £280.00 + VAT. g) To consider the Electrical Installation Condition Report for the Sports Pavilion and to authorise any additional costs for remedial work (if any). Report to follow. (Document from Chairman enclosed).
E482	<p>11. Children's Playground To receive the latest play inspection report dated 12th June 2024 and to agree any remedial actions (copy previously circulated).</p>
E483	<p>12. S106 Projects - Funding Allocation and Expenditure To receive an update on the allocation of the S106 funding in consultation with North Yorkshire Council and to agree any further actions to progress agreed projects:</p> <ul style="list-style-type: none"> a) Creation of a second village hall to be sited adjacent to the playground and playing fields [Planning reference 16/04981/OUT/MAJ] b) Refurbishment of the Tennis Courts to install a MUGA pitch (document enclosed)
E484	<p>13. Parish Council Insurance</p> <ul style="list-style-type: none"> a) To note that the current insurance provider Gallaghers has extended the policy to the 21st July 2024. The council is required to consider the renewal of the annual policy to commence from the 22nd July 2024 (see enclosed report). b) To receive confirmation if the Parish Council insurance provides covers for injury during sporting matches (eg cricket activity and football matches).

E485	<p>14. North Yorkshire Council Locality Grant Funding To note that Cllr Brown has agreed that the underspend of £64.39 can be spent rather than returning the funds to North Yorkshire Council. A request has been made for copies of receipts to be sent.</p>
E486	<p>15. Lease with the Parish Council and Bowls Club To receive an update from Wellers Headley Solicitors on the leases and to resolve any further associated actions to progress matters.</p>
E487	<p>16. Easement from Yorkshire Water To receive an update from the Yorkshire Water Solicitors dealing with this matter and to resolve any further actions. A cheque for the 90% of the money had been received and 10% remains outstanding.</p>
E488	<p>17. Unity Trust Bank To receive an update on the transfer to Unity Trust Bank and to resolve any further actions.</p>
E489	<p>18. Asset Management</p> <ul style="list-style-type: none"> a) To consider adopting the Asset Register and Disposal Policy (enclosed). b) To consider the sale of the lawn mower in accordance with the policy requirements and to resolve any further actions.
E490	<p>19. Parish Council Postbox To receive an update on the purchase and installation of the postbox sited at the Village Hall and to nominate a councillor to pick up mail and scan any post to the Clerk.</p>
E491	<p>20. Financial Matters</p> <ul style="list-style-type: none"> a) To receive and approve the schedule of cheque payments and receipts as tabled or presented at the meeting that require signing in accordance with the Financial Regulations. b) To receive the bank reconciliation statement and to appoint a member other than the Chairman to verify the bank reconciliation statement produced by the RFO in accordance with the requirements of FR 2.2 (document to follow). c) To receive the budget monitoring statement (document to follow).
E492	<p>21. Locum Clerk Correspondence Report To receive and consider any correspondence or items brought forward by the Locum Clerk and to resolve any further actions (report enclosed).</p>
E493	<p>22. Employment Matters</p> <ul style="list-style-type: none"> a) To receive an update on the outstanding holiday and to consider authorisation of payment to a former employee. b) To ratify the salary payment made to the Locum Clerk/RFO for the period of June. The timesheet was approved by the Chair and processed by SALC payroll in accordance with Financial Regulation 6.6 and 7.
E494	<p>23. Parish Clerk Recruitment To receive an update on the recruitment and to consider a recruitment panel, to undertake the shortlisting and for a date, time and venue for interviews to be held. The closing date is 31st July 2024.</p>
E495	<p>24. Items for Discussion at a Future Meeting To agree any agenda items for consideration and inclusion at a future meeting.</p>
E496	<p>25. Date of the next meeting To note the date of Ordinary Parish Council meeting scheduled for 10th September 2024 and to agree a date, time and venue for an additional meeting of the Parish Council (if required).</p>



AGENDA ITEM 9B

Linda Cook
12 Richmond Close
Market Weighton
YO433EX

HedgehogsRus@mail.com

Firstly, thank you for taking the time to read this letter!

I am writing to all Councils, Parishes, Towns and Wards in the UK to ask them to take part in this amazing project!

Hedgehogs R Us Highway Project

With Hedgehog numbers in decline and Hedgehog awareness on the rise, there has never been a better time to get involved in Hedgehog conservation.

A Hedgehog Highway is a 5 inch gap in a fence and is essential in the battle to prevent the extinction of our endangered spiky friends. This gap allows them access to forage for food and meet mates.

Hedgehog shaped fence surrounds raise awareness to the plight of Hedgehogs, create a talking point and encourage others to take part in the project. Fence surrounds are made from recycled plastic and can themselves be recycled.

I am asking for each area of the UK to use a small portion of their assigned funds to purchase a box of hedgehog highway surrounds and make them available for their residents.

Each box of 50 is £150 and includes:

- * 50 Hedgehog Highway surrounds & 50 information leaflets
- * A display box & window sticker showing you are part of the project.

Ideas of how to benefit your community include:

- * Donate the Highways and leaflets to your local school to educate in wildlife conservation
- * Swap the Highways for a donation of Hedgehog food which can then be given to your local Hedgehog Rescue Centre



The project will be receiving a lot of publicity in the coming months via Social Media and I really hope that you choose to take part.

My dream is to make the whole of the UK one giant Hedgehog Highway and for that dream to come true, it needs EVERYONE to take part.

Money is donated to Hedgehog Conservation for every box sold too!

If you would like to order or have any questions please do not hesitate to get in touch and thank you for caring.

Linda Cook, Founder of Hedgehogs R Us

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Supporting Document - Agenda Item 10g

Updating of electrical installations at the Pavilion

At the last meeting, Cllr Clark reported on the condition of the electrical installations at the Pavilion and it was agreed that an electrical survey should be carried out.

Councillors are asked to consider the survey reports (not available at the time of writing) and to discuss and agree actions based upon that report.

Cllr Anne Sturzaker

1 July 2024

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Supporting Document - Agenda Item 12b

Progress on refurbishment of tennis courts using S106 funds

At the time of writing, North Yorkshire Council solicitors have not responded to our query which will determine whether the Parish Council needs to publish on the Government's Contracts Finder the specification for the refurbishment of the tennis courts. In order to make progress, councillors as requested to consider and agree actions to prepare a specification for publication, if necessary in order to avoid further delays to the commencement of this work.

Cllr Anne Sturzaker

1 July 2024

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Supporting Document - Agenda Item 13a

To:	Members of the Parish Council
Meeting Date:	12 th July 2024
Subject:	Insurance
Report Author:	Safia Kauser – Locum Clerk/RFO (Proper Officer)

Purpose of the Report:

To provide members a summary of the quotations received for the council insurance.

Summary

- The current parish council insurance with Gallaghers and underwritten by Hiscox was due for renewal on 13th June 2024. An extension was granted to the 26th June 2024.
- At the council meeting held on the 28th May 2024 (minute number E423) it was minuted that:
 - o *The clerk informed the council that an extension had been given by the Insurance Provider Gallagher until the 26th of June 2024. The clerk informed the council that the two garages next to the Pavilion are not insured on the current policy. The council agreed to look into obtaining the 3 quotes in time for the PC meeting being held on the 11th of June.*
- At the Council meeting held on the 11th June 2024, the insurance item was not considered as it did not form part of the agenda for the meeting. This may have been due to the departure of the former Clerk/RFO and during a period of handover.
- In consultation with the Chairman a further extension was requested to the 21st July 2024 to ensure that the PC was not without cover and that quotes could be obtained in time for the July meeting and for a decision to be made on the renewal. There was difficulties in contacting Gallaghers despite calls and emails being sent. Eventually it was confirmed that an extension had been granted.
- Summary of quotes

With the assistance of the Chairman and Council members, all information requested by the insurance companies was provided to the best of our knowledge.

	Year 1 Cost Only	3 Year LTA	Comments
Quote 1	£1,444.80	Yes (not quoted)	This is including the garages at £18,000
Quote 2	£1,482.59	£1,374.66	LTA will also freeze the rates which we apply to your sums insured or indemnity levels in order to calculate your annual premium. So, if we raise rates during your LTA, the rise won't apply to your premium.
Quote 3	£ 1,569.96	£ 1,498.10	The LTU can be of benefit to the Council by providing stability. When you commit to insure for three years, the rates will not be changed for three years, subject to the specific exclusions.
Quote 4	£ 1,618.12	£ 1,560.18	A 3-year Long Term Undertaking would reduce the annual premium to £ 1,560.18 including insurance premium tax.

Recommendation:

- 1) That the council considers all four quotes and the insurance schedule cover to ensure that it is adequate and meets the needs of the councils insurance provision.**
- 2) It is recommended that a three-year long term agreement be considered as that will help with future cost savings to the insurance premium and reduce the time taken to obtain annual quotations. Members should note that in accordance with Financial Regulation 11.1 (i) the council is not obliged to accept the lowest of any tender, quote or estimate.**

Asset Register and Disposal Policy

1 Background

1.1 Local councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. This includes items of a capital nature where values tend to be high and which have a useful life of more than one-year used by the council to deliver its services (Governance and Accountability for Local Councils: A Practitioner's Guide (England)). Fixed assets are also known as non-current assets. Fixed assets acquired in any year should be added to the asset register for management purposes. The Council's Financial Regulations, refer to the custody of Assets, Properties and Estates.

2 Scope of Asset Register

2.1 In order to ensure transparency and reasonableness, the following items are included in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:

- land and buildings held freehold or on long term lease in the name of the Council
- community assets
- vehicles, plant and machinery
- assets considered to be portable, attractive or of community significance
- long term investments, shares and loans made by the Council
- assets held on trust

2.2 The values indicated in the asset register will inform the 'total fixed assets' section of the Annual Return with the exception of assets held on trust.

2.3 The following items fall outside the definition for inclusion and are therefore excluded from the Council's asset register:

- land and buildings held on short term lease or rented
- land and buildings maintained or serviced, but not owned by the Council
- assets rented by or loaned to the Council
- stock items intended for resale
- stationery and other consumable items
- boundaries of land owned (e.g. fences, hedges and gates)
- floor or land surfaces and drainage
- plants and trees
- assets with a purchase or resale value of less than £50 (other than items listed as for inclusion in the asset register)
- repairs
- cash, short term investments and other current assets
- intangible assets (e.g. trademarks, internet domain names, contingent assets, broadcast rights)
- negative' assets (e.g. provisions, borrowings, creditors and contingent liabilities)

A separate section of the asset register will contain a schedule of disposals. All asset disposals must comply with the Asset Disposal Procedure referenced within this policy.

3 Valuation of Assets

3.1 Once recorded on the asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils (Governance and Accountability for Local Councils: A Practitioner's Guide (England)).

3.2 Assets must be valued by one of the following means based on available information:

- ideally, apply the purchase price (net of VAT if VAT has been reclaimed);
- otherwise, apply the purchase price (gross of VAT if VAT has not been reclaimed or where the VAT status of the purchase is unclear)

3.3 Where it is not possible to trace the purchase price of the asset the insurance valuation should be applied. As a last resort, a nominal value of £1 may be applied. This should also be used for assets gifted to the Council.

3.4 There is no guidance where land or buildings have been subject to substantial renovation and improvement to such an extent that the new market value bears no relation to the original purchase cost. In order to avoid renovation and improvement work being separately recorded on the asset register and in these exceptional circumstances only, a market value supplied by a qualified surveyor may be entered.

4 Procedure for Updating the Asset Register

4.1 The start point is the asset register that has been agreed for the end of the previous financial year. The financial ledger should be reviewed for all purchases made during the year. A discussion should be held with all Council officers to identify any assets that have been gifted to the Council. Any new assets which fall in the categories stated at 2.1 above should be added to the asset register, with their values recorded at the purchase price (net of VAT if VAT is being reclaimed or at £1 if gifted to the Council).

4.2 The financial ledger should also be reviewed for all asset sales made during the year. A discussion should be held with Councillors to identify any assets that have been lost, disposed of or gifted by the Council. Any assets which fall in the categories stated at 2.3 above should be removed from the asset register and recorded in the schedule of disposals. The asset register should record any assets loaned by the Council, including the person or organisation borrowing the asset, its location and the date when the loan period ends.

4.3 It is the Councils responsibility to ensure that a 'stock take' of asset register items should occur to ensure that all asset register items can be physically verified. Any assets which cannot be located should be removed from the asset register and recorded in the schedule of disposals. The disposal procedure must be carried out in accordance with the procedure stipulated in section 6.

4.4 The asset register, schedule of disposals and this policy shall be reviewed annually and approved by the Council.

5 The Asset Register and Insurance

5.1 For insurance purposes, the asset register shall include a column to record the replacement value of each asset.

5.2 The Asset Register will be used to inform the insurers of Council assets. For the purposes of insurance, the value to be used is the replacement value of items and not the purchase price as per the Asset Register. The Council should ensure land and building are valued accurately for insurance purposes. Buildings should therefore be valued every five years to ensure the appropriate insurance is held.

6 Asset Disposal Procedure

6.1 Asset disposals must be referred to the Full Council for consideration.

6.2 All proceeds from such disposal are the property of the Parish Council and must be accounted for and reported to the Full Parish Council. Asset disposal decisions, and the reasons for taking them, should be documented. Not only does this assist in audit process and other examinations, it also highlights successes and problems for future reference.

6.3 Value for Money

The best value outcome to the Council must be a major consideration when disposing of assets. Goods should only be disposed of after checks have been made to ensure that the item could not be utilised by other areas of the Council. Disposal should be based on a fair market value for each item. The price established should be based on:

- current market value
- condition of the item
- age of the item
- an assessment of the usefulness of the item. Using external evaluation services should be required in case of IT equipment. All data storage devices must be reformatted prior to disposal to delete any data they may contain.

6.4. Reasons for disposal

Items can be available for disposal because they are:

- required to be disposed of under a particular policy eg. motor vehicles
- no longer required due to changed procedures, functions or usage patterns;
- occupying storage space and not being needed in the foreseeable future;
- no longer complying with health and safety standards;
- beyond repair but able to be sold for scrap.

A list of suggested assets for disposal should be presented to the Full Parish Council meeting for council consideration.

There should be a written reason of disposal. Items suggested for disposal by the Parish Clerk should be approved by the Full Parish Council meeting and recorded in the minutes. Special consideration should be given to items of potentially hazardous or pollutant items which are likely to have an impact on the environment.

6.5 Options for the Disposal of Assets

Assets identified for disposal may be dispensed with using the procedures listed below:

- Sale by public tender
- Donated to a community service or organisation
- Scrap

Choice of the most appropriate disposal option will normally be influenced by the nature of the goods for disposal and market value. In all cases, assets disposed of should be reported on an 'Asset Disposal' form to ensure they are removed from the Council's asset register and recorded in the disposals register.

6.6 Sale by tender

External tenders should be advertised using the appropriate channels and sealed bids sought. Assets should be sold as seen and no warranty should be given or implied. In both cases, at least the Clerk and two councillors should be appointed to witness the opening, scrutiny and acceptance of the offers made. In all cases, the payment should be received in full prior to the equipment being released.

6.7 Sale to Staff

Items cannot be purchased by staff for the purpose of managing conflict of interests and fair offering.

6.8 Donations

Where the Council has determined that goods have no residual value, and where their disposal is therefore unlikely to produce sufficient revenue, it may authorise the donation of the goods to another organisation within the parish area such as schools, charities and volunteer organisations. Donations must be approved by the Full Parish Council and documented in the council minutes.

6.9 Scrap

Where items have negligible value or where the cost and time involved in managing the sale process would exceed the financial benefit, the equipment may be scrapped.

6.10 Asset Disposal Forms and the Asset Register

It is important that any asset disposals are correctly handled to ensure transparency and accountability. The asset disposal form (appendix A) should be used to record the authorisation of the disposal by the Parish Clerk and the value or values achieved by it. The Parish Clerk/RFO is responsible for updating of the Council's asset register following the appropriately authorized Asset Disposal Request. All asset disposals will be recorded in the Asset Disposals Register for audit purposes.

Policy Details

Date First Adopted:

Document Status:

Review Period: Annual [To be reviewed annually at the Annual Meeting of the Council in May]

Version: 01 **Disposal Period:**

Asset Register and Disposal Policy

Appendix A: Asset Disposal Form

Form to be completed by Parish Clerk/RFO and presented full Parish council in line with the Asset Register Policy and Disposals Procedure.

List of Assets to be Disposed

Asset reference and serial number	Location	Description	Purchase date	Original cost	Disposal value

REASONS FOR DISPOSAL

METHOD OF DISPOSAL

Scrapped	<input type="checkbox"/>	Sold	<input type="checkbox"/>	Gifted / Donated	<input type="checkbox"/>
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Additional Information:

Date of Disposal		Auth Ref/Minute Ref	
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Authorising Officer and Position Held:
(Sign & Print Name)

**Schedule of Payments and Receipts
Items for Payment in accordance with the Financial Regulations**

Chq	Payee	Description	Net	VAT	Total	Budget
100243						
100244						
100245	*Locum Clerk	Cheque bounced 02.07.24 . One signature only. Chq 100246 re-issued.	Redacted			
100246	*Locum Clerk	June pay and mileage costs	Redacted			
	Locum Clerk	Reimbursement (£89.99 - Argos Motorola G13 mobile phone; £4.95 Ebay case+screen protector; £5.00 Asda payg sim and monthly bundle unlimited mins/texts)	£99.94	£0.00	£99.94	
	HMRC	Q1 - HMRC PAYE	£1,030.59	£0.00	£1,030.59	
	Eon Next	09.06 - 30.06 - Sports Pavillion Electricity costs	£102.24	£0.00	£102.24	
	Amazon	Reimbursement to Cllr Watson - Postbox sited at the Village Hall	£98.90	£0.00	£98.90	
	Streetscape	Playground annual inspection June 2024	£150.00	£30.00	£180.00	
	Angus Dods	Grass cutting June 2024 - £159.09 Cemetery; £440 Village	£599.09	£119.82	£718.91	
			£2,080.76	£149.82	£2,230.58	
*Paid in accordance with Financial Regulation 6.6 & 7						
Receipts / Income from 30 May 2024 - 02 July 2024						
Ref	Customer	Description	Net	VAT	Total	Budget
100035	H A G	Cemetery Income (30.05.24)	£25.00	£0.00	£25.00	Cemetery
100036	G	Cemetery Income (30.05.24)	£150.00	£0.00	£150.00	Cemetery
100037	Chester	Jubilee Coin (30.05.24)	£7.50	£0.00	£7.50	Misc
100038	K S	Pavillion Hire (30.05.24)	£30.00	£0.00	£30.00	Pavillion
100039	Yorkshire Water	90% fee of costs (12.06.24)	£3,015.00	£0.00	£3,015.00	Yorks Water
TFR	Popplewell	May 2024 hire fees - Playing field (Gym Training) (03.06.24)	£100.00	£0.00	£100.00	Pavillion
TFR	HMRC	VAT reclaim - Period 01/02/24 - 30/04/24	£543.15	£0.00	£543.15	VAT Refund
TFR	HMRC	VAT reclaim - Period 01/05/24 - 01/06/24	£108.23	£0.00	£108.23	VAT Refund
TFR	North Yorkshire Council	Grass cutting 24/25 contribution (02/07/24)	£167.04	£0.00	£167.04	NYC - Grass Cutting
Total Receipts			£4,145.92	£0.00	£4,145.92	
Meeting Date Payments Approved:						
Signed Chair:						

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Supporting Document - Agenda Item 21

To:	Members of the Parish Council
Meeting Date:	12 th July 2024
Subject:	Locum Clerk Correspondence Report
Report Author:	Safia Kauser – Locum Clerk/RFO (Proper Officer)

Purpose of the Report:

To provide members a summary of the correspondence received by the Locum 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 15a(x).

Date	Details
04.07.24	Grave Entrance Application Form - application receipt (by email) (received 11/06/24).
04.07.24	From Molly Richardson (Land Graduate). Confirming that Yorkshire Waters agent have confirmed that payment will be made via cheque (email received 11.06.24).
04.07.24	YLCA dated 13.06.24 - CHIEF EXECUTIVE'S BULLETIN
04.07.24	YLCA dated 14.06.24 - YLCA Information Bulletin & Training 14 June
04.07.24	YLCA dated 18.07.24 – Playground Inspection Training
04.07.24	YLCA dated 19.06.24 - Regional Training Day - 18 July 2024
04.07.24	YLCA dated 21.06.24 - Joint Annual Meeting to Member Councils and Parish Meetings. 20th July.
04.07.24	MOP Email – grass cutting (email dated 10.06.24 + acknowledgement sent)
04.07.24	North Yorkshire Council – Keep North Yorkshire Clean – New Anti-Littering Campaign
04.07.24	Community First Yorkshire News 14 June 2024
04.07.24	Planning Correspondence from MOP
04.07.24	North Yorkshire Council – Standards Bulletin Dated 28.06.24
04.07.24	Email from MOP re advertising council meetings on social media
04.07.24	YLCA dated 03.07.24 - Top 10 Productivity Tools for Clerks Webinar - Wednesday, 10 July
04.07.24	North Yorkshire Council - PLANNED TRAFFIC MANAGEMENT RESTRICTIONS - GREAT YORKSHIRE SHOW 2024 - 9-12 JULY 2024

Accounts Authorisation Stamp

There is no use of an accounts authorisation stamp to record purchase/payment details and to link this with the accounting records in the cashbook. Councillors are requested to authorise expenditure for the Locum Clerk to purchase a self-inking personalised authorisation stamp up to the maximum value of £50.00 (excluding VAT).

Dishforth Parish Council

Bank Reconciliation Statement as at: 01 May 2024

Prepared by: Ms Safia Kauser [Locum Clerk/Responsible Finance Officer]

<u>Bank Account Name</u>	<u>Statement Date</u>	<u>Number</u>	<u>Balances</u>
Barclays Community Account	01 May 2024	NA	£33,881.43
			£33,881.43

<u>Less Unpresented Cheques (Minus)</u>			<u>Amount</u>
19.09.23	100172	Anne Sturzaker	£12.00
14.11.23	100181	Farm & Land Services	£2,130.00
09.04.24	100217	SALC	£54.00
09.04.24	100218	YLCA	£342.00
25.04.24	100220	M Aitken	£22.78
25.04.24	100221	G Anderson	£5.90
25.04.24	100226	T Gould	£59.99
25.04.24	100227	T Gould	£14.99
			£2,641.66
			£31,239.77

<u>Receipts Not Banked / Cleared (Plus)</u>	£0.00
	£31,239.77

Net Bank Balances as per cash book: £31,239.77

Cash Book Balances as at 01 May 2024

The net balances reconcile to the Cash Book (receipts and payments) account as follows:

Opening Bank Balance: 01 April 2024	£28,183.32
Minus: cheques issued in 2023/24; uncleared at as 31 March 2024	£4,317.31
Plus: Unbanked cash 2023/24: cleared after 31 March 2024	£0.00
Opening Cashbook Balance - 01 April 2024	£23,866.01

Add: Receipts in the year	£9,762.50
Less: Payments in the year	£2,388.74

Closing Balance per cash book: £31,239.77
As per bank reconciliation above

Earmarked Reserves

EM Reserve - Sports + Playing Field	£1,000.00
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General Reserves

2024-2025 Financial Year	£15,671.58
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Dishforth Parish Council

Bank Reconciliation Statement as at: 05 June 2024

Prepared by: Ms Safia Kauser [Locum Clerk/Responsible Finance Officer]

<u>Bank Account Name</u>	<u>Statement Date</u>	<u>Number</u>	<u>Balances</u>
Barclays Community Account	05 June 2024	NA	£32,231.41
			<u>£32,231.41</u>

Less Unpresented Cheques (Minus)

			<u>Amount</u>
19.09.23	100172	Anne Sturzaker	£12.00
14.11.23	100181	Farm & Land Services	£2,130.00
25.04.24	100220	M Aitken	£22.78
28.05.24	100233	TWM Traffic Control	£420.00
28.05.24	100234	The Defib Pad	£141.90
28.05.24	100235	Redacted	£1,225.02

£3,951.70

£28,279.71

Receipts Not Banked / Cleared (Plus)

£0.00

£28,279.71

Net Bank Balances as per cash book: £28,279.71

Cash Book Balances as at 05 June 2024

The net balances reconcile to the Cash Book (receipts and payments) account as follows:

Opening Bank Balance: 01 April 2024	£28,183.32
Minus: cheques issued in 2023/24; uncleared at as 31 March 2024	£4,317.31
Plus: Unbanked cash 2023/24: cleared after 31 March 2024	£0.00
Opening Cashbook Balance - 01 April 2024	<u>£23,866.01</u>

Add: Receipts in the year	£10,075.00
Less: Payments in the year	£5,661.30

Closing Balance per cash book: £28,279.71

As per bank reconciliation above

Earmarked Reserves

EM Reserve - Sports + Playing Field	£1,000.00
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General Reserves

2024-2025 Financial Year	£15,671.58
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	Actual YTD	Budget 2024-2025	Variance Annual	Committed Funds
Income				
Precept	7500.00	15,000.00	£7,500	
Bank Interest	0.00	412.50	£413	
Cemetery Income	175.00	3,780.00	£3,605	
NYC - Grass Cutting Cemetery	1562.50	1,000.00	-£563	
Grants	500.00	1,500.00	£1,000	
Sports Pavillion	330.00	600.00	£270	
Dishfest - Ring-fenced	0.00	1,313.00	£1,313	
PF&SF - Ring-fenced	0.00	6,424.86	£6,425	
Northern Powergrid	0.00	30.00	£30	
Yorkshire Water	3015.00	0.00	-£3,015	
Misc Income	7.50	0.00	-£8	
VAT Reclaim	651.38	3,000.00	£2,349	
Total	13741.38	£30,060.36	£19,993	0.00
Expenditure				
Clerks Salary	3292.11	£10,400	£7,108	
HMRC PAYE	0.00	£2,800	£2,800	
Subscriptions & Payroll Service	387.00	£522	£135	
HP Instant Ink	42.91	£66	£23	
Audit Fees	274.00	£480	£206	
Training	0.00	£500	£500	
IT & Website	74.98	£271	£196	
Stationary	29.98	£70	£40	
Postage	23.60	£21	-£2	
Insurance	0.00	£1,320	£1,320	
Solicitor	0.00	£2,500	£2,500	
Room Hire	0.00	£670	£670	
Travel	169.84	£347	£177	
Grants	0.00	£100	£100	
Bus Shelter	0.00	£0	£0	
Village Hall	0.00	£0	£0	
Grass Cutting	618.07	£5,500	£4,882	
Pavilion	1113.98	£800	-£314	
Playing Field	89.21	£1,000	£911	
Playground	0.00	£800	£800	
PF&SA/Bowls Club	0.00	£7,025	£7,025	
Defib Equip	118.25	£350	£232	
Jubilee/D-Day	0.00	£250	£250	
S137	0.00	£50	£50	
Misc	395.90	£500	£104	
Wreath	0.00	£100	£100	
Contingency	0.00	£1,000	£1,000	
Dishfest -Ringfenced	0.00	£1,313	£1,313	
VAT	455.89	£1,500	£1,044	
Total	7085.72	£40,254.79	£33,169	0.00

Cashbook as at 13 June 2024	
Bank Balance at 01 April 2024	£28,183.32
Minus: cheques issued in 2023/24; uncleared at as 31 March 2024	£4,317.31
Plus: Unbanked cash at 31 March	£0.00
Cashbook Opening Balance (Box 8 of AGAR at 31.03.24 B/F)	£23,866.01
Receipts	£13,741.38
Payments	£7,085.72
Closing Cashbook Balance YTD:	£30,521.67

Opening Cashbook Balances 01 April 2024	
Opening Cashbook Balance B/F:	£23,866.01
Plus Precept 2024/2025	£15,000.00
Plus Budgeted Income	£18,060.36
Minus Budgeted Expenditure	£40,254.79
Closing Balance (Total EM + General Reserves):	£16,671.58
EM & General Reserves Breakdown 2024/2025	
EM Reserve - Sports + Playing Field	£1,000.00
General Reserves	£15,671.58
Total EM + General Reserves	£16,671.58