

Draft Minutes are subject to approval at the next council meeting

Minutes of an Extraordinary Meeting of Dishforth Parish Council held on Saturday 12th April at 9.08am in the Village Hall, Dishforth



Councillors Present:

Simon Watson [Chairman] Andy Clarke Gillian Anderson Alison Dods

Absent Councillors:

Sue Reid

Officer:

Safia Kauser - Parish Clerk/RFO & Minute Taker

Other Attendees:

One member of the public

2526 001 CHAIRMANS OPENING REMARKS

The Chairman welcomed everyone present to the meeting and explained that an Extraordinary had to be called due to the previous ordinary meeting scheduled for 08th April was not quorate and payments required approving along with the year end account.

2526 002 APOLOGIES

RESOLVED:

- 1) That apologies be received and approved from Cllr Sue Reid due to illness.

2526 003 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Members were invited to declare their interests. Cllrs Dods and Watson declared an interest in the payments schedule.

2526 004 MINUTES

RESOLVED:

- 1) That the draft minutes of the Council meeting held on the 11th March 2025 be approved as a true record and signed by the Chair.

2526 005 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

Item A – Internal Audit Report financial year ending 31st March 2025

Members received and considered the internal audit report that had been previously circulated. The internal auditor had recommended carrying out a physical check of the assets, risk management review and back-up data arrangements. Members noted that the internal auditor had not carried out any checks relating to the Trust assertion and that the council was the sole managing trustee of the Village Hall.

RESOLVED:

- 1) That the internal audit report for the financial year ending 31st March 2025 be received and that it be noted that the internal auditor has not completed internal audit assertion 0 relating to Trust Funds. The Council is a sole managing trustee for the Village Hall.

Item B – AGAR Financial Year Ending 31st March 2025

Members received the Annual Governance and Accountability Return (AGAR) sections one and two inclusive of the financial statements and supporting documentation for the period ending 31st March 2025.

- AGAR Part 3
- AGAR Internal Audit Report
- Financial Statement of Accounts & Explanation of significant variances
- Bank Reconciliation as at 31st March 2025
- Inspection Notice for the exercise of Public Rights
- Updated Asset Register as at 31st March 2025

The Clerk/RFO read through each individual annual governance statement which members agreed to approve with the exception of annual governance statement seven where it states that the council took appropriate action on all matters raised in reports from internal and external audit reports. The RFO informed members that the public inspection period was to commence from Tuesday 03rd June 2025 to Monday 14th July 2025.

RESOLVED:

- 1) That the annual governance and accountability return inclusive of parts one and two be approved and signed by the Chairman. The council resolves to tick 'No' to the annual governance statement assertion two due to actions not being addressed.

2526 006

FINANCIAL MATTERS**Item A – VAT Return**

Members noted that the VAT return covering the period of 28th May 2024 to 31st March 2025 had been submitted by the RFO to HMRC. The reclaim amount was £2,226.31.

Item B – Payments for Approval

Members considered the payments scheduled circulated with the agenda. The RFO confirmed that a remittance advice had been received from North Yorkshire council relating to the payment of S106 funds. Members agreed to proceed with the payments as the work on the various S106 projects had been completed. It was noted that the Clerks hours would be submitted to payroll prior to their cut-off point of 21st April.

Payee	Description	Net	VAT	Total	Budget
Angus Dods	Grass cutting March 2025 - £159.09 Cemetery; £440 Village	£599.09	£119.82	£718.91	Grass Cutting
SALC	X6 month payroll provision to 31 March 2025	£45.00	£9.00	£54.00	Subscriptions & Payroll Service
YLCA	Membership Subscription 01 April 2025 to 31 March 2026	£355.00	£0.00	£355.00	Subscriptions & Payroll Service
G Sanderson	Reimbursement - Morrisons - toilet + kitchen rolls + refuse sacks	£16.50	£0.00	£16.50	Pavillion
Pavescape Ltd	MUGA Refurbishment - 25% deposit	£20,867.00	£4,173.40	£25,040.40	S106 Funding
Pavescape Ltd	MUGA Refurbishment - 55% on completion	£32,791.00	£6,558.20	£39,349.20	S106 Funding
Total Tree Care Solutions	Dishforth Cemetery (Duck Hill) Tree works	£3,000.00	£0.00	£3,000.00	S106 Funding
Total Tree Care Solutions	Dishforth Cemetery	£15,000.00	£0.00	£15,000.00	S106 Funding

Russells (Kirbymoorside) Ltd	Parts for mower	£126.15	£25.23	£151.38	Grass Cutting
Simon Watson	x3 bags postcrete for cemetery board installation	£19.20	£3.84	£23.04	Miscellaneous
YLCA	Managing Playing Fields + MUGA Webinar - Delegate Craig Lee	£10.00	£0.00	£10.00	Training
Dishforth Village Hall	Hire of hall at £28.00 per session (14.01.25 + 11.02.25 + 11.03.25)	£84.00	£0.00	£84.00	Room Hire
Lesley Hanson	Internal audit fee - year ending 31st March'25	£175.00	£0.00	£175.00	Audit Fees
*Parish Clerk	Redacted - Wages + HW allowance + mileage expenses	£0.00	£0.00	£0.00	Clerks Salary, Travel + HW Allowance
		£73,087.94	£10,889.49	£83,977.43	

RESOLVED:

- 1) That the payments scheduled (as detailed above) be authorised for payment.

2526 007 DATES OF THE NEXT MEETING

Members noted the date, time and venue of the next council meeting scheduled for Tuesday 13th May 2025 and the date of the Annual Parish Meeting scheduled for Tuesday 29th April 2025 at 7.00pm.

There being no further business, the Chairman closed the meeting at 9.40am.