

Hatley Parish Council

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MEETING NOTICE

Dear Sir/Madam/Councillors

I hereby give you notice that an Extraordinary Meeting of Hatley Parish Council is due to be held at 7.30 pm on Thursday 15th December 2022 at Hatley Village Hall.

All members of the Parish Council are hereby summoned for the purposes of considering and resolving upon the business to be transacted at the meeting, as set out hereunder. Members of the public are welcome to join the meeting.

Kim Wilde

Kim Wilde
Locum Clerk and RFO to Hatley Parish Council

10th December 2022

AGENDA

1. Welcome and statement of meeting protocol by the Chairman
2. To receive apologies for absence
3. Interests:
 - i. To receive declarations of interest
 - ii. To receive and consider dispensation applications for items on this agenda
4. To approve the minutes of:
 - i. The Ordinary Meeting of Hatley Parish Council held on Tuesday 19th July 2022
 - ii. The Ordinary Meeting of Hatley Parish Council held on Tuesday 18th October 2022
 - iii. The Extraordinary Meeting of Hatley Parish Council held on Monday 7th November 2022
5. To consider any matters arising
6. To reconcile the bank statement with the revised cash book, including Petty Cash, for the quarter periods ending 30th September 2021, 31st December 2021 and 31st March 2022.
7. To receive the Parish Council's revised unaudited accounts for the year ended 31st March 2022
8. To consider and resolve upon the declaration of Hatley Parish Council as an exempt authority for the financial year 2021-22 in relation to the external audit [Local Audit (Smaller Authorities) Regulations 2015]
9. To consider and approve the Annual Governance Statement 2021-22
10. To consider and approve the revised Accounting Statements 2021-22
11. To consider and approve the explanation of variances 2021-22
12. To consider and approve the explanation of reserves 2021-22

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13. To consider and approve the Transparency Code documents for the financial year 2021-22
14. To resolve upon the publication of the unaudited accounts and supporting data on the website and notice boards, to include public notices relating to electors' rights, without further delay
15. To resolve upon the undertaking of the Parish Council's internal audit by LGS Services, for accounting years 2021-22 and 2022-23
16. To receive the revised HVA account for the year ending 2021-22 and an update on the current balance and allocation of monies
17. To receive a summary of PAYE payments for financial year 2021-2022 and action taken
18. To formally record the cancellation of paying-in slips:
 - i. 200306 dated 29.10.21 : £110.50
 - ii. 200307 dated 03.12.21 : £240.70
19. To formally record the cancellation of cheque payments:
 - i. 100737 – Voided by previous Clerk due to incorrect payment amount
 - ii. 100757 – Voided by previous Clerk due to lack of signatories, payment reissued by the Chair, who was later reimbursed
 - iii. 100765 / 100766 / 100767 – Voided by Locum Clerk – N Pearce salary payments recalculated and reissued for PAYE purposes
20. To resolve upon the reconciliation of the bank account with the revised cashbook for the period April to June 2022
21. To resolve upon the reconciliation of the bank account with the revised cashbook for the period July to September 2022
22. To receive a summary of PAYE payments for the period April to October 2022 and consider action required
23. To receive an update on income received for the period September to November 2022
24. To consider and resolve upon the following payments for approval:
 - i. *Fire and Safety Solutions Limited* – Annual service – £51.60 reissued (Further to Minute 25 vii of the AGM held on 31st May 2022 – previous cheque not received by payee. Stop placed on original cheque).
 - ii. *Society of Local Council Clerks* – Annual membership fee – £85.00 (Further to Minute 17. iii of the Ordinary meeting held on 18th January 2022, the incorrect sum of £80.00 was approved and a cheque payment was not issued)
 - iii. *P Mann* – Reimbursement for Namesco domain 2 year renewal fee plus credit card change fee – £68.19
 - iv. *Playsafety Limited* – RoSPA inspection – £84.00 reissued. (Original cheque 100759 issued 01.06.22 but not received by payee. Original cheque not minuted for approval at the meeting on 19th July 2022. Stop placed on original cheque).
 - v. *K Wilde* – Reimbursement for Namesco fee for email retrieval service – £36.00
 - vi. *O Smith* – Refund damage deposit for hall hire October 2021 – £50.00
 - vii. *A Brennan* – Refund damage deposit for hall hire December 2021 – £50.00
 - viii. *H M Revenue and Customs* – PAYE due October 2021 to March 2022 – re N Pearce's employment
 - ix. *Abacus Oil Experts* – Balance payment for invoice 2139 (£162.00 due – partially paid with cheque 100755 for £120.00) – £42.00
 - x. *K Wilde* – October payment for Locum Clerk services
 - xi. *H M Revenue and Customs* – PAYE due October 2022 – re K Wilde's employment

- xii. *N Pearce* – Final salary July to October 2022 (Reissued less income tax deductions due September 2021 to October 2022. Previous cheques issued on 18th October 2022 have been cancelled).
 - xiii. *H M Revenues and Customs* – PAYE due April 2022 to October 2022 – re *N Pearce's* employment
 - xiv. *Abacus Oil Experts* – Repair and parts for boiler at Village Hall – £385.61
 - xv. *K Wilde* – Reimbursement for Namesco CPanel Backup 2 year renewal – £65.99
 - xvi. *K Wilde* – Reimbursement for Printerland printer and ink cartridges – £242.16
 - xvii. *K Wilde* – Reimbursement for stationery supplies and postage stamps – £62.46
 - xviii. *K Wilde* – November payment for Locum Clerk services
 - xix. *H M Revenue and Customs* – PAYE due November 2022
 - xx. *CAPALC* – Councillor training for Cllr Cooper – £75.00
 - xxi. *C Cooper* – Reimbursement for HVA event expenses – 69.17
 - xxii. *A Jones* – Refund damage deposit for hall hire November 2021 – £50.00 cash
 - xxiii. *C Cooper* – Reimbursement of monies for HVA event expenses – £50.00 cash
25. To note payments previously approved by the Parish Council that require full payment details to be minuted for transparency purposes:
- i. *P Mann* – Reimbursed for Village Hall toilet project invoices (see Minute 18.iii of meeting dated 15th March 2022 – £1,103.00
 - ii. *M Lack* – Reimbursed for Village Hall toilet project invoices (see Minute 18.iii of meeting dated 15th March 2022 – £471.60
 - iii. *M Lack* – Reimbursed for Village Hall toilet project invoices (see Minute 18.iii of meeting dated 15th March 2022 – £609.39
 - iv. *M Lack* – Reimbursed for Village Hall toilet project invoices (see Minute 18.iii of meeting dated 15th March 2022 – £280.80
 - v. *P Mann* – Reimbursed for Village Hall toilet project invoices (see Minute 18.iii of meeting dated 15th March 2022 – £210.00
 - vi. *P Mann* – cash payment from Petty Cash for HVA toilet project supplies – £32.59 (internal transfer required from HVA account to HPC Petty Cash)
26. To note cheque payments previously minuted for approval but missing from the related Agenda's 'payments for approval' list:
- i. *Huws Gray* – Village Hall toilet project supplies – £3,320.84 (see Minute 18.iii of meeting dated 15th March 2022
 - ii. *M R L Astor* – Village Hall water rates 17.06.21 to 16.12.21 – £51.31
27. To formally record and approve cheque payments issued in April 2022 that were not included in the meeting agendas or minutes in March 2022 or May 2022:
- i. *C Sellwood* – Village Hall toilet tiling services – £2,337.00
 - ii. *J Wright* – Village Hall toilet project supplies and services – £1,803.76
 - iii. *J Wright* – Village Hall toilet project supplies and services – £1,195.05
 - iv. *M R L Astor* – Reimbursement of HVA toilet project invoice payable to *J Wright* – £1,428.50. (For clarification purposes, the AGM minute 25. viii refers to cheque payment approval to *J Wright*. However the original cheque was cancelled and the payment was subsequently made by *M R L Astor* on behalf of the Parish Council, hereby reimbursed).
28. To note the submission of VAT reclaim forms for the financial years 2020-21 and 2021-22
29. To receive details of the annual Risk Assessment and consider any action required (Minute 23. of the AGM held on Tuesday 31st May 2022 refers to the RoSPA report for the play equipment and not, as stated, the full risk assessment for all council business and property)
30. To consider, further to minute 10. of the Extraordinary Meeting held on Tuesday 8th December 2020, the transfer of £612.80 to the HVA account, being the updated shortfall of funds available for the Village Hall toilet refurbishment project

31. To receive an update and a quotation for football goalpost for the playing field
32. To consider resubmission of the LHI application to reduce the speed limit in Hatley to 30 mph (deadline 06.01.23)
33. To consider the cost and purchase of replacement equipment for the public access defibrillator
34. To resolve upon the Clerk's annual membership for the Society of Local Council Clerks
35. To open the meeting to members of the public for a maximum of ten minutes to enable them to address questions to the Parish Council
(Individual members of the public shall not speak for more than 3 minutes. Questions relating to items not already included on this agenda shall not require a response or discussion until the following meeting. Usual meeting protocol continues when the Chair moves to the next item on this agenda).
36. To consider the first draft of the budget and precept calculation for 2023-24
37. To receive an update on changes to the bank mandate
38. To resolve upon the temporary exclusion of the press and public from meeting proceedings, under **Section 1 of the *Public Bodies (Admissions to Meetings) Act 1960***, as the business about to be transacted is considered to be prejudicial to the public interest. The press and public are hereby instructed to withdraw from the meeting room whilst matters pertaining to items **39.** and **40.** are discussed
39. To receive an update on applications received for the Clerk and Responsible Finance Officer vacancy
40. To resolve upon new terms of employment for K Wilde in a permanent position as Clerk and Responsible Finance Officer to Hatley Parish Council
41. To allow members of the press and public to re-enter the meeting room
42. To agree the time and date of the next meeting: **Tuesday 17th January 2023 at 7.30pm**
43. To note the time of meeting closure