

DALBURY LEES PARISH COUNCIL

Locum Clerk; Susan Stack, 19 Shepard Close, Hempshill Vale, Nottingham, NG6 7BP
clerk@dalburyleesparishcouncil.gov.uk

To the Chair and Members

You are summoned to attend the ANNUAL Parish Council Meeting to be held in the Village Hall, Dalbury Lees, Ashbourne DE6 5BL on **Monday 20th May 2024 at 7.30pm**

Issued by Susan Stack – Locum Clerk on 13th May 2024

AGENDA

1. To receive apologies for absence
2. To elect a Chairman (*and sign the declaration of acceptance of office*)
3. Declarations of Councillors' Interests in items on the agenda

Cllr	On item	Type of interest

4. Public Speaking - A period of not more than fifteen minutes will be made available for members of the public to raise any issues
5. Determine if any items from Part 1 of the agenda should be taken in Confidential session with the Public excluded
6. To approve minutes of the Meeting of the Dalbury Lees Parish Council held on 18th March and Extraordinary meeting held 15th April 2024
7. To resolve on matter relating to the end of year and AGAR submission
 - a) To receive and approve the Annual accounts 2023/24
 - b) Consider and approve the Internal Auditors report
 - c) Consider and complete the Annual Governance Statement – Chairman to sign
 - d) Consider and approve the Accounting Statements – Chairman to sign
 - e) Declare that the council meets the criterion and wishes to declare itself exempt for external audit – Chairman to sign
 - f) To note the issuing of the Public Rights notice
8. To review key policies and procedures;
 - a) To review Standing Orders [dalbury-lees-standing-orders-2018-adopted-2020.pdf](#) (dalburyleesparishcouncil.gov.uk)
 - b) To adopt the (new 2024) Financial Regulations
 - c) To receive and approve the Annual Risk assessment [dlpc-financial-risk-assessment-july-2020.doc](#) (live.com)
 - d) To receive and approve the Fixed Asset Register as at 31st March 2024
 - e) To consider the Insurance renewal and ensure it is adequate for the needs of the Council
 - f) To appoint an internal auditor for 2024/25 year

9. Update from the Task and Finish Group for the long term security of the Allotment and Grazing Field
10. To determine any items in relation to the allotments and grazing field hirers and terms required
11. Update from District and County Councillors
12. Clerk Communications
13. German Pole update
14. Chairman's Comments.
15. Planning items under consideration
16. Community Speed Watch matters
17. Community Litterpicking
18. Report of the Clerk and Finance update requiring;

a) To receive a list of receipts and payments since last meeting

DATE	FOLIO	TO/FROM	WHAT FOR	AMOUNT (INCL VAT)
05-Apr	1	SDDC	Half Precept and grant	£902.00
21-Apr	3	Charges	Bank Charges	-£5.00
16-Apr	4	Plot 2 Lindsay	Allotment	£20.00
22-Apr	5	E Moss Moss Agreement	Grazing Field	£15.00
Pd May	6	Susan Stack	Salary Mar/Apr	-£720.00
Pd May	7	Susan Stack	Mileage	-£50.85
Pd May	8	Miles Butterworth	Defib Batteries	-£33.49
Pd May	10	HMRC	VAT refund	£648.60
Pd May	11	Charges	Bank Charges	-£5.00

b) Scrutiny of invoices outstanding for payment

O/s	9	Cuttlefish	Website/Domain/Email	-£522.00
O/s	12	East Midlands Audit Service	Internal Audit	-70.00

c) Scrutiny of any quotations for work and appoint contractor/supplier

19. Date of the next meeting(s) – Monday July 15th at 7.30pm
20. To resolve that public and press be excluded from the meeting due to the confidential nature of the items to be transacted
21. Confidential Item – To discuss arrangements for Clerk's position when locum departs.

DALBURY LEES ACCOUNTS AS AT 31ST MARCH 2024

		BUDGET 2023/24	ACTUAL FOR THE YEAR
<u>GENERAL COUNCIL ACCOUNT</u>			
RECEIPTS	Precept	1600	1600
	Concurrent	1401	1425
	VAT refund	300	242
	Bank Interest		46
	DCC grant	500	0
	Footpath payment	200	102
		£ 4,001	£ 3,415
PAYMENTS	Admin	-350	-386.58
	Internal Auditor	-80	-82.5
	Clerk salary	-1500	-2757.2
	Insurance	-220	-304.97
	Village green grass cutting	-150	-63.38
	Village Green weed killer	-65	0
	Village Green posts/Jubilee Tree	-100	-201.5
	Bulbs planters	-50	0
	Room Hire	-144	-114
	DALC annual Subs	-120	-326.9
	Telephone box repairs	-50	0
	Defibrillator	-500	0
	Solicitor	-350	0
	Training	-200	-50
	Travel	-100	-18.9
	ICO	-50	-75
	Website	-40	-522
	Miscellaneous	-249	-69.85
	Footpaths		-200
		-£ 4,318	-£ 5,173
<u>ALLOTMENT ACCOUNT</u>			
RECEIPTS	Allotments	150	186
	Bank Interest		137.52
	Grazing field	740	185
	Wayleave payment	15	13.07
		£ 905	£ 522
PAYMENTS	Mowing	-100	-17.18
	Trough/tap	-300	-158.86
	Hedge Cutting	-60	0

Water
Fencing

-120	-200.44
	-3194.4
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-£ 580	-£ 3,571
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£ 8.00
BUDGETED INCOME FOR THE YEAR

-£ 4,807.06
ACTUAL EXPENDITURE FOR THE YEAR