

Glynde & Beddingham Parish Council

**MINUTES OF THE STATUTORY/ORDINARY MEETING OF GLYNDE & BEDDINGHAM PARISH COUNCIL
HELD ON WEDNESDAY 15th May 2024
AT THE READING ROOM, STATION ROAD, BEDDINGHAM AT 6:30PM.**

Present: Councillors: P De Paolis (Chair*), J Pratley, D Sadler, R Phillips
In Attendance S Carter –Parish Clerk, District/County Cllr J Denis and one member of the public.

GB24-25	1 Cllr De Paolis opened the meeting welcoming everyone to the Annual Statutory Meeting										
GB24-25	2 Election Of Parish Chairman and Vice Chairman for the 2024-2025 Municipal Year - Cllr Paolo De Paolis was Elected as Chairman – Cllr Sadler was elected as Vice Chairman										
GB24-25	3 Public Questions and Statements – 15 minutes. There was no discussion										
GB24-25	4 Acceptance of Apologies for absence – The Clerk advised that apologies have been received from: Cllr L Gribble, Ms. M Caulfield. Cllr E O’Brien and Cllr L Agace										
GB24-25	5 Declarations of Interest – There were no Declarations of Interest										
GB24-25	6 Minutes of the last meeting The minutes of the Ordinary Meeting held on 20th March 2024. were approved and signed with no amendment										
GB24-25	<p>7 Finance</p> <p>7.1 Internal Audit 2023/2024 The results of the Internal Audit for the period 01/04/23 – 31/03/24 were noted with no issues raised.</p> <p>7.2 Q4 2022-2023 Year End Financial Update - The Year End Bank Reconciliation, containing the bank statements, bank reconciliation, working cashbook, account reconciliation and spend-against-budget for the period. It was RESOLVED to accept the Bank Reconciliation -for year end - previously reviewed in detail by Cllr Pratley and Cllr Gribble. The Clerk presented a year end statement showing the breakdown of the year end position</p> <p>7.3 Annual Governance Statement 2023/2024 – Form 3 - Section 1</p> <p>7.3.1 - Members reviewed and agreed responses to the 9 items contained within Section 1 Annual Governance Statement 2023/24 of the Annual Governance and Accountability Return 2023/24</p> <p>7.3.2 - It was RESOLVED to approve the Annual Governance Statement 2023/24 - Form 3 - Section 1. The Chairman and the Clerk signed the Accounting Statements (minute ref GB24-25-7.3.2)</p> <p>7.4 Approval of Annual Governance Statement 2023/2024 – Form 3, Section 2 It was RESOLVED to approve the Accounting Statements presented within the Annual Governance and Accountability Return 2023/2024 Part 2 Section 2. The Chairman signed the Accounting Statements (minute ref GB24-25-7.4).</p> <p>7.5 Public Rights – The Public Rights dates were reviewed, it was RESOLVED to accept as proposed – Commencing Monday 3 June 2024 and ending on Friday 12 July 2024.</p> <p>7.6 Annual Governance Statement Approval of Checklist Form 3 Annual Accountability Return 2023-24 Page 2 --Members reviewed and agreed responses to the Completion Checklist</p> <p>8. Payments and Receipts It was resolved to approve payments for May 2024 - signed off by Cllrs Pratley and De Paolis.</p> <p style="text-align: center;">Glynde & Beddingham Parish Council - Payments and Receipts for May 2024</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Payee</th> <th style="width: 40%;">Product/Service</th> <th style="width: 30%;">Amount</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="text-align: center;">ESALC LTD</td> <td>ESALC fee for 1st April 2024-31st March 2025 - 93.66</td> <td rowspan="2" style="text-align: center;">£119.39</td> </tr> <tr> <td>NALC fee for 1st April 2024-31st March 2025 - 25.73</td> </tr> <tr> <td style="text-align: center;">LDC</td> <td>Period 01/05/2024 to 31/05/2024 - Monthly Play Area Inspections Recharge</td> <td style="text-align: center;">£18.60</td> </tr> </tbody> </table>	Payee	Product/Service	Amount	ESALC LTD	ESALC fee for 1st April 2024-31st March 2025 - 93.66	£119.39	NALC fee for 1st April 2024-31st March 2025 - 25.73	LDC	Period 01/05/2024 to 31/05/2024 - Monthly Play Area Inspections Recharge	£18.60
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Streetlights	Payment 1 (of 2) 2024/25 Street Lighting - Maintenance Contract	£151.82
EDF Energy	EDF Electricity Invoice for Street Lighting - March 2024	£254.14
R. King & Sons	Supplying machinery and labour to lay boards & track digger across field to swimming pool, excavate sump hole, and assist in installing inspection pipe	£300.00
John O'Conner Limited	Site- Recreation Ground Grass cutting for April 2024 April 11/04/2024 25/04/2024	£400.80
Pool-Tec	Remaining 60% payment relating to pool liner	£16,920.00
Steve Carter	Clerk Salary - Month 1. Previously approved in March Meeting	£297.61
HMRC	Tax on Clerk Salary for Jan - £74.40, Feb - £74.40, Mar - £74.20 = £223	£223.00
Glynde E-S	Glynde Pool - Works associated with groundworks, shuttering, concreting, and assisting Pooltech	£3,116.45
Steve Carter	Clerk Salary - Month 2	£297.40
Steve Carter	Clerk Salary - Month 3	£297.40
Zurich Insurance	Glynde & Beddingham Parish Council TAP - Zurich TAP Renewal Effective Date: 01/06/24 Policy Number: YLL-2720839393	£664.70
Zurich Insurance	Glynde & Beddingham Parish Council - TAP - Zurich TAP MTA- Effective Date: 01/06/24 Policy Number: YLL-2720839393	£270.58
Mulberry LAS Limited	" Professional services rendered in connection with the provision of an internal audit for the 2023-24 council year. Fee based on time spent 2.5hours at £65ph	£195.00
Total:		£23,526.89

RECEIPTS

Payee	Product/Service	Amount
Lewes District Council	Precept - 1st half payment	£8,957.00
Glynde Pool CIC/Community Management Group	Fund Raising donation from the Pool CIC to cover invoices in 23-24	£6,750.00
HMRC	Reclaim of VAT for March 2024	£3,422.76
Lloyds Bank	Deposit Account Interest April 24	£4.52
South Downs National Park	CIL Payment fro, South Downs National Park	£2,155.11
Glynde Pool CIC/Community Management Group	Payment from Glynde Pool CIC for works invoices	£17,466.45
Total:		£38,755.84

9 To set Reserves for 2024-2025 – The Clerk presented the Reserves Schedule for 2024-25, it was RESOLVED that we will hold a General Reserve of 6/12ths of Precept - £8,956.90 and Earmarked reserves as follows: . Lap top-£100.00,Elections-£3,860.03,Insurance Excess 3 claims @ £100/claim-£300.00,Street

	<p>Lamp Upgrades-£400.00,Play Area Upgrade-£7,026.84,Jubilee Shelter Repairs-£500.00,CIL Monies Held-£2,909.13,Pool Legal and other Costs-£2,000.00</p> <p>10 To Agree to Pay the Grass Cutting Contractor Between Meetings –It was RESOLVED to pay the supplier if necessary, at the end of each month as long as the invoice value is within the budget.</p> <p>11 To Agree to continue our insurance with Zurich and to take the three-year option. It was RESOLVED to continue insurance from Zurich based on the 3 year option.</p>
GB24-25	<p>10. Meeting Dates for the 2023-2024 Municipal Year/ dates for 2024 Annual Statutory Meeting and Annual Parish Meeting – it was RESOLVED that the meeting dates will be: Wed 17/07/2024, Wed 25/09/2024, Wed 20/11/2024, Wed 15/01/2025, Wed 19/03/2025, Wed 14/05/2025 (2025-26 Annual Council Meeting and Annual Parish Meeting)</p>
GB24-25	<p>12. It was resolved that the date of the next meeting shall be the 17th July 2024</p>

*The term Chair/Vice Chair refers to the Chairman/Vice Chairman of the Parish Council as defined in the Local Government Act 1972 s. 15(1) and 15(6).

The meeting closed at 18:53

Signed:

Date:

Print Name:

- Chairman

DRAFT