

**LITTLE GLEHAM PARISH COUNCIL**

**Minutes of the Parish Council held on 10 May 2023 in the Village Hall**

- LG23: 1 **Election of Chair**  
 It was proposed that Cllr Williams continue as Chair. **All Agreed**
- LG23: 2 **Delivery of Acceptance of Office forms**
- LG23: 3 **Attendees**  
**From the Council** Daniel Williams,  
 Lynne Gibbs,  
 Laura Tregent,  
 Alistair Besly (Clerk)  
**From the Public** None
- LG23: 4 **Apologies** None
- LG23: 5 **Declaration of Interest in items on the agenda:** None
- LG23: 7 **Public Speaking** None
- LG23: 8 **Confirmation of Minutes** To approve the Minutes of the Council meeting on 12 April 2023  
 It was proposed that the minutes of 12 April be signed as a correct record. **All Agreed**
- LG23: 9 **Review of the Councils expenditure incurred under s.137** of the Local Government Act 1972.  
 There was no expenditure in this category
- LG23: 10 **Review of delegation arrangements to staff** - See Financial Regulations
- LG23: It was proposed that the financial delegation arrangements in the Financial Regulations be approved. **All Agreed**
- LG23: 11 **Review of inventory** of land and assets including buildings and office equipment;  
 It was proposed that the asset register be approved as a correct record. **All Agreed**
- LG23: 12 **Confirmation of arrangements for insurance cover** in respect of all insured risks:  
 It was proposed that the insurance cover be approved. **All Agreed**
- LG23: 13 **Review of the council's and/or staff subscriptions** to other bodies - [SALC](#), [ICO](#)  
 It was proposed that the subscriptions be approved. **All Agreed**
- LG23: 14 **Proposal to approve and adopt the following governance documents:**  
 It was proposed that the governance documents from 14.1 to 14.12 be approved after one change to the Safeguarding procedure which will now have Cllr Williams as lead. **All Agreed**
- 14.1 Standing Orders
  - 14.2 Financial Regulations
  - 14.3 Code of Conduct
  - 14.4 Complaints procedure
  - 14.5 Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
  - 14.6 Policy for dealing with the press/media
  - 14.7 GDPR Management
  - 14.8 Privacy Notice General
  - 14.9 Privacy Notice for Employees and officials
  - 14.1 Risk Assessments
  - 14.1 Safeguarding
  - 14.1 Member/Officer Protocol
- LG23: 15 It was proposed that the Finance Report and bank reconciliation May 2022 be approved. **All Agreed**
- LG23: 16 It was proposed that the Payments Schedule for May 2022 be approved. **All Agreed**
- LG23: 17 It was proposed that Little Glemham Parish Council continue to meet in the Village Hall at 6pm on the second Wednesday, alternate Months, **All Agreed**
- LG23: 18 **Date of next meeting:** 12 July 2023

Signed as a correct record .....

Daniel Williams - Chair

## Annex 1: Finance Report

# Little Glemham Parish Council

## Finance Report: May 2023 - Headlines

<b>Bank</b>	Balance at bank on 31 March 2023 was £5,234.94
<b>Precept</b>	£4,410 has been paid
<b>CIL</b>	£3,219.90 has been paid. This is a restricted reserve which generally can only be spent on projects that benefit the community

**Bank** The bank balances have been managed since the last statement to maximise interest

### Payments Schedule

A Besly	387.60
HMRC	258.00
Information Commissioner	40.00

**685.60**

## 2023-24 Variance to Budget

Budget		Actual to date		Variance	Comments x.xx Favourable Variance (x.xx) Adverse Variance
4,410.00	Precept	4,410.00		-	
	- Bank Interest	-		-	
	- Grants	-		-	
	- Misc	-		-	Jubilee Donations
410.00	VAT Reclaim	-		(410.00)	
	- Community Area Project	-		-	
	- CIL	3,217.90		3,217.90	
	-	-		-	
<b>4,820.00</b>	<b>TOTAL RECEIPTS</b>	<b>7,627.90</b>	-	<b>2,807.90</b>	
2,325.00	Salaries	645.60		1,679.40	
85.00	Admin	-		85.00	
350.00	Insurance	-		350.00	
	- Capital	-		-	
	- Maintenance	33.45		(33.45)	
350.00	Training	-		350.00	For consideration
100.00	LGA s137	-		100.00	Donations
800.00	Misc	-		800.00	
90.00	Audit	-		90.00	
200.00	Streetlighting	84.65		115.35	likely to be over budget
100.00	Clerk's Expenses	-		100.00	Unlikely to be any
180.00	Subscriptions	159.19		20.81	SALC
	- Bus Shelter	-		-	
	- LGAs142	-		-	Donations
	- Community Area Project	-		-	Rent and safety check
50.00	VAT	18.20		31.80	
<b>4,630.00</b>	<b>TOTAL PAYMENTS</b>	<b>941.09</b>		<b>3,688.91</b>	
<b>190.00</b>	<b>Net Under/(Over) expenditure</b>	<b>6,686.81</b>		<b>6,496.81</b>	

## Summary and Bank Reconciliation

### RECEIPTS & PAYMENTS SUMMARY

Balance as at 1st April	4,501.57
Total Receipts	7,627.90
Less Payments	941.09
<b>Balance</b>	<b>11,188.38</b>

### CUMULATIVE FUNDS REPRESENTED BY

Community Account	10,886.14
Business Premium Account	987.84
Add Unpresented Income	-
Less Unpresented Cheques	(685.60)
<b>Balance c/f</b>	<b>11,188.38</b>

Trial -

### Unpresented Cheques

A Besly	387.60
HMRC	258.00
Information Commissioner	40.00
0.00	-
0.00	-
0.00	-
0.00	-
0.00	-
0.00	-
<b>Total</b>	<b>685.60</b>

## Statement of Reserves 2023-24

	Reserves as at 01/04/2023	Transaction Summary		Balance C/F
		Receipts	Payments (Net of VAT)	
General - Precept Reserve (50%)	2,200.00	-	-	2,200.00
Community Area Project (Jubilee)	545.50	-	-	545.50
<b>Total earmarked reserves</b>	<b>4,245.50</b>	<b>-</b>	<b>-</b>	<b>4,245.50</b>
Unallocated balance at bank less unpresented cheques				6,942.88
<b>Total Cumulative Funds</b>				<b>11,188.38</b>