

DRAFT

# Whessoe Parish Council

**MINUTES of the Annual Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Wednesday 22nd May 2024, at 7.00 pm.**

**Present:** Councillor S Goldfinch (Chair) Councillor C Stewart  
Councillor A Blanchard Councillor F Minay  
Councillor T Musson Councillor S Patterson  
Councillor D Woodley

Parish Clerk – B Goldfinch

<b>MINUTE NO.</b>	<b>ITEM</b>	<b>ACTION</b>
<b>1.24</b>	<p><b><u>Election of Officers</u></b></p> <p>Chair: Councillor Woodley was elected unanimously. Proposed Councillor Goldfinch and seconded by Councillor Minay.</p> <p>Vice- Chair: Councillor Goldfinch was elected unanimously. Proposed Councillor Woodley and seconded by Councillor Stewart.</p> <p>Hall Committee: Councillors Musson, Goldfinch, Blanchard and Woodley. Social Committee: Councillors Minay, Stewart and Patterson. Staffing Committee: Councillors Minay, Patterson and Blanchard.</p> <p>Chairs will be elected at the next meeting of each committee.</p>	
<b>2.24</b>	<p><b><u>Apologies for Absence</u></b></p> <p>Apologies were received from Borough Councillor R Lawley.</p>	
<b>3.24</b>	<p><b><u>Public Participation</u></b></p> <p>No members of the public were present.</p>	
<b>4.24</b>	<p><b><u>Declarations of Interest</u></b></p> <p>There were no declarations of interest.</p>	
<b>5.24</b>	<p><b><u>Minutes of the Meeting of Whessoe Parish Council – 25<sup>th</sup> March 2024</u></b></p> <p>The Minutes of the Meeting of Whessoe Parish Council held on the 25<sup>th</sup> March 2024 were presented.</p>	

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	<p>The Council <b>RESOLVED</b> that the Minutes of the Meeting of Whessoe Parish Council held on the 25<sup>th</sup> March 2024 be approved.</p> <p><b><u>Action Points</u></b></p> <ul style="list-style-type: none"><li>• 88.23 – Policies<ul style="list-style-type: none"><li>○ Standing Orders, Financial Regulations and Code of Conduct have been version controlled and put on the Council website.</li></ul></li><li>• All other actions are covered in the Agenda.</li></ul>	
<b>6.24</b>	<p><b><u>Planning</u></b></p> <p><b>Planning Application 23/00362/FUL</b> for the demolition of existing garage, conversion and enlargement of existing detached outbuilding to provide 1 no. three bed residential dwelling including erection of porch extension on west elevation, single storey extension to north-east elevation and ancillary work at 24 Durham Road.</p> <p>The Council discussed the application and <b>RESOLVED</b> to raise no objections on the proposal. The Clerk will notify DBC accordingly. <b>POST MEETING NOTE:</b> Done on 26<sup>th</sup> May 2024.</p> <p><b>Planning Applications Log</b> The Council <b>RESOLVED</b> to note the planning applications log. Councillor Goldfinch noted that the hybrid application for Burtree Garden Village was approved, despite objections, at the Darlington Borough Council Planning Meeting on 15<sup>th</sup> May.</p>	
<b>7.24</b>	<p><b><u>Parish Councillor Vacancy</u></b></p> <p>There are no current vacancies.</p>	
<b>8.24</b>	<p><b><u>Clerk &amp; Responsible Finance Officer</u></b></p> <p><b>Staffing Committee</b></p> <p>Councillor Patterson updated the meeting and confirmed that the Clerk’s appraisal was carried out on 17<sup>th</sup> April 2024.</p>	
<b>9.24</b>	<p><b><u>Finance</u></b></p> <p><b>Quarterly Audit</b></p> <p>Councillor Musson completed the 4<sup>th</sup> quarter audit of receipts and payments against the bank account on 8<sup>th</sup> April 2024.</p> <p><b>Financial/Budget Statement to 31<sup>st</sup> March 2024</b></p> <p>The Clerk presented the Financial Statement for the period up to 31<sup>st</sup> March 2024.</p>	

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Receipts totalled **£16,480** of which £7,200 came from the precept. The Council spent **£220,168** during the year.

**Payments more than £100 are as follow.**

<b>Date Paid</b>	<b>Transaction Detail</b>	<b>Total</b>	<b>Payee Name</b>
05/04/2023	Cleaning March	£ 105.00	Jo Relton
20/04/2023	Gas March	£ 202.81	EDF
24/04/2023	CDALC/NALC Subscription	£ 199.24	CDALC
05/05/2023	Cleaning April	£ 135.00	Jo Relton
05/05/2323	Insurance	£ 666.73	Zurich Municipal
09/05/2323	Coronation Live Band	£ 300.00	Heather Bianchi
15/05/2023	Donation	£1,258.50	St Teresa's Hospice
19/05/2023	Gas April	£ 210.84	EDF
31/05/2023	Accounting Software Subscription	£ 181.64	Rialtas Business Solutions
05/06/2023	Cleaning May	£ 120.00	Jo Relton
05/06/2023	Internal Audit	£ 100.00	Kevin Pearce
19/06/2023	Gas May	£ 107.11	EDF
28/06/2023	Online Booking System Subscription	£ 238.80	Hallmaster
30/06/2023	PAYE 1 <sup>st</sup> Quarter	£ 435.20	HMRC
30/06/2023	Clerk's Salary 1 <sup>st</sup> Quarter	£1,741.00	Bill Goldfinch
03/07/2023	T V Licence	£ 159.00	T V Licencing
06/07/2023	Cleaning June	£ 105.00	Jo Relton
06/07/2023	Entertainer Summer Fete	£ 230.00	S W Enterprises
20/07/2023	Replacement Notice Board	£ 747.60	Noticeboards Online
24/07/2023	Five-year electrical test	£ 168.00	M H Gorman
03/08/2023	Cleaning July	£ 120.00	Jo Relton
15/08/2023	Replacement Ink cartridges	£ 132.07	Viking Direct
19/09/2023	Cleaning August	£ 120.00	Jo Relton
29/09/2023	PAYE 2 <sup>nd</sup> Quarter	£ 362.60	HMRC
29/09/2023	Clerk's Salary 2 <sup>nd</sup> Quarter	£1,450.90	Bill Goldfinch
14/11/2023	Gas October	£ 103.14	EDF
16/11/2023	Replacement Distribution Board	£ 734.40	M H Gorman
29/11/2023	Christmas Party Entertainer	£ 175.00	Graeme Shaw
12/12/2023	Gas November	£ 208.75	EDF
27/12/2023	Annual Grounds Maintenance	£1,368.00	S E Landscaping

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29/12/2023	PAYE 3 <sup>rd</sup> Quarter	£ 445.80	HMRC	Clerk											
29/12/2023	Clerk's Salary 3 <sup>rd</sup> Quarter	£1,783.70	Bill Goldfinch												
16/01/2024	Gas December	£ 235.22	EDF												
26/01/2024	Website upgrade	£ 108.00	White Digital												
28/02/2024	Gas January	£ 193.07	EDF												
28/03/2024	PAYE 4 <sup>th</sup> Quarter	£ 388.60	HMRC												
28/03/2024	Clerk's salary 4 <sup>th</sup> Quarter	£1,554.90	Bill Goldfinch												
<p>The Council <b>RESOLVED</b> to note the financial/budget report for the last financial year.</p> <p><b>Asset Register</b></p> <p>The Council asked the Clerk to make amendments to the asset register updating the notice boards and the disposal of the Asus laptop and bring it back to the Council for approval.</p> <p><b>Direct Debits</b></p> <p>The Council <b>RESOLVED</b> to approve the direct debits for gas, electricity, water, broadband, DBC Council rates, Microsoft 365, Website Hosting and the Council's mobile phone.</p> <p><b>Bank Reconciliation March and April 2024</b></p> <p>Councillors Patterson and Minay confirmed they had reconciled the bank account against the cashbook on 8<sup>th</sup> April and 5<sup>th</sup> May respectively.</p> <p><b>Financial/Budget Statement to 30<sup>th</sup> April 2024</b></p> <p>The Clerk presented the Financial Statement for the period up to 30<sup>th</sup> April 2021.</p> <p>Receipts totalled <b>£12,309</b> of which £11,880 came from the precept. The Council spent <b>£772</b> during the month.</p> <p>Payments more than £100 are as follow.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Date Paid</th> <th style="width: 40%;">Transaction Detail</th> <th style="width: 15%;">Total</th> <th style="width: 30%;">Payee Name</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">05/04/2024</td> <td>Accounting Software Subscription</td> <td style="text-align: right;">£ 230.40</td> <td>Rialtas Business Solutions</td> </tr> <tr> <td style="text-align: center;">17/04/2024</td> <td>Gas March</td> <td style="text-align: right;">£ 167.11</td> <td>EDF</td> </tr> </tbody> </table> <p>The Parish Council <b>RESOLVED</b> to note the financial/budget report for April 2024.</p>					Date Paid	Transaction Detail	Total	Payee Name	05/04/2024	Accounting Software Subscription	£ 230.40	Rialtas Business Solutions	17/04/2024	Gas March	£ 167.11
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<b>10.24</b>	<p><b><u>Annual Governance &amp; Accountability Return 2022-23</u></b></p> <p><b>Internal Audit</b> The Council <b>RESOLVED</b> to accept the internal audit report.</p> <p><b>AGAR</b> The Council <b>RESOLVED</b> to certify itself exempt from limited assurance review, approve the annual governance statement and approve the accounting statements.</p> <p>The Clerk will send the relevant documents to the external auditor, publish everything on the website and post the exercise of public rights notification at the appropriate time.</p>	Clerk
<b>11.24</b>	<p><b><u>Policies</u></b></p> <p>The Council <b>RESOLVED</b> to approve the following policies unchanged or with very minor amendments:</p> <ul style="list-style-type: none"> <li>• Complaints Procedure</li> <li>• Information and Data Protection Policy</li> <li>• Disciplinary Policy</li> <li>• Equal Opportunity Policy</li> <li>• Freedom of Information Publication Scheme</li> <li>• Grievance Policy</li> <li>• Key Holding Policy</li> <li>• Record Management, Retention and Disposal Policy and</li> <li>• Social Media Policy</li> <li>• Risk Management Policy and Plan – the Council discussed and accepted the policy which now includes inherent and residual risks.</li> </ul> <p>The Clerk will update the version numbers and publish all these policies on the website.</p> <p>The Council asked the Hall Committee to review at their next meeting the Fire Risk Assessment and Health and Safety Risk Assessment following the recent installation of smoke and CO2 alarms.</p>	Clerk  Hall Cmt
<b>12.24</b>	<p><b><u>Correspondence</u></b></p> <ul style="list-style-type: none"> <li>• Clerks and Councils Direct was passed to Councillor Musson.</li> <li>• The Council asked the Social Committee to consider options for engaging with the next village halls week in January 2025.</li> </ul>	Social Cmt
<b>13.24</b>	<p><b><u>Events and Training</u></b></p> <p>The Council noted the events and training log.</p>	

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<b>14.24</b>	<b><u>Marketing and social media</u></b>  There was nothing to discuss under this item.	
<b>15.24</b>	<b><u>Whessoe Parish Hall Committee</u></b>  The Hall Committee met on 9 <sup>th</sup> April 2024.  An update was provided by Councillor Woodley.  <b>Contracts</b> <ul style="list-style-type: none"><li>• A new contract has been agreed with Octopus for electricity supply which will start in September. There will be no standing charge and the unit cost will be 26.71p. It is estimated that the annual cost will be around £420 based on current usage.</li><li>• The grounds maintenance quote was accepted, and grass cutting has begun. The cost of ground maintenance has increased by almost 300% and may be more than £3,000. The Committee will be considering whether to renew the lease on the Green in 2025 in an attempt to reduce the cost.</li><li>• Wireless connected battery smoke/fire alarms and a CO2 alarm have been installed.</li></ul> <b>Hall bookings</b> <ul style="list-style-type: none"><li>• Bookings are currently generating an income around £362 per month. NOTE: Since the last Committee meeting two new regular monthly hirers have booked for the year. The Committee will update the Council at their July meeting.</li></ul>	
<b>16.24</b>	<b><u>Whessoe Parish Social Committee</u></b>  An update was provided by the Councillor Minay.  Key points were: <ul style="list-style-type: none"><li>• Nine Quiz nights are scheduled. The next one is Friday 7<sup>th</sup> June – Fiona is hosting. Hosts are booked for all except the one on the 30<sup>th</sup> August.</li><li>• There will be a summer event on the Green on Saturday 20<sup>th</sup> July. A children’s entertainer and a band have been booked.</li><li>• There will be a Christmas Party on Saturday 7<sup>th</sup> December.</li><li>• The Committee have set a balanced budget and will be at least cost neutral.</li></ul>	
<b>17.24</b>	<b><u>Date and Time of Future Meetings</u></b>  Dates for meetings were agreed as follows:	

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<p><b>Meetings of Whessoe Parish Council:</b></p> <p>Parish Council Meeting – Monday, 22<sup>nd</sup> July 2024 – 7.00 pm Parish Council Meeting – Monday, 23<sup>rd</sup> September 2024 – 7.00 pm Budget &amp; Precept Setting Meeting – Monday 25<sup>th</sup> November 2024 – 7.00 pm Parish Council Meeting – Monday, 27<sup>th</sup> January 2025 – 7.00 pm Parish Council Meeting – Monday, 24<sup>th</sup> March 2025 – 7.00 pm Annual Meeting – Wednesday 21<sup>st</sup> May 2025 – 7.00 pm</p> <p><b>Annual Parish Meeting:</b></p> <p>Annual Parish Meeting – Wednesday 21<sup>st</sup> May 2025 – 6.30 pm to 7.00 pm</p> <p>The Council <b>RESOLVED</b> that the Parish Council will meet on the above dates during 2024-25.</p>	
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