

# Owmbly By Spital Parish Council

c\o 11 Highgate Lane, Normanby by Spital LN8 2HQ

Tel: 07766 396061

Published 15 May 2024

NOTICE IS HEREBY GIVEN and Members are summoned to attend a meeting of the Parish Council to be held in St Peters and St Pauls Church Owmbly by Spital on Tuesday 21 May at 7 p.m. at which the under mentioned business will be transacted

There will be a public forum for a maximum of 15 minutes when members of the public may ask questions or make short statements to the Committee.

Julie Haycraft Parish Clerk

## A G E N D A

1. Election of Chairman and sign the declaration of acceptance of office.
2. Election of Vice Chairman and sign the declaration of acceptance of office.
3. Chairman's welcome and opening remarks
4. To receive reports from County & District Councillors & Police, if present
5. Apologies for Absence - To receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting.
6. To receive declarations of interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation
7. To approve as a correct record the notes of following meetings of the Parish Council and to authorise the Chairman to sign the official minutes
  - a. Meeting held on 12 March 2024
8. CPC Update
  - a. Events Update
  - b. Accounts Update
  - c. Health and Safety Update
  - d. Grant Update
9. Cemetery update
10. Policies –
  - a. Cemetery Rules – Amended as per document control – Resolve to accept
  - b. Safeguarding policy – Review (no changes)
  - c. Volunteer Policy – Review (no changes)
  - d. Vexatious Complaints Policy – Resolve to accept
  - e. Data Breach Policy – Resolve to accept (no changes)
  - f. Data Protection Policy– Resolve to accept (no changes)
  - g. Subject Access Request Policy – Resolve to accept (no changes)
  - h. Risk Management Policy – Review (no changes)
  - i. Social Media Policy – Review (no changes)
11. Finance Matters
  - a. To approve and sign the Council's Annual Governance Statement for the 2023/2024 Annual Return for the financial year ended 31.3.24 prior to submission for external audit.

- b. To approve and sign the Council's Annual Accounting Statements for the 2023/2024 Annual Return for the financial year ended 31.3.24 prior to submission for external audit.
- c. To agree the schedule of payments delegated to the clerk for the year 2024/2025.
- d. To approve payments as shown in the Bank Rec

(Prepared  
15 May  
2024)

**Bank Rec for May 2024**

				Current	Reserve	Total
31/03/2024			cf	£0.00	£2,572.76	£2,572.76

**Receipts**

WLDC	Precept	<b>10,980.00</b>
SLCC	Refund for overpayment	<b>132.00</b>
HMRC	OPC and CPC VAT Refund	<b>2,554.90</b>
P&C	Memorial Permit - Lewis	<b>100.00</b>
	<b>Total</b>	<b>£13,766.90</b>

£13,766.90	£2,572.76	£16,339.66
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**Expenditure**

J Haycraft	Pay - Mar 2024	<b>257.60</b>
AJ Williams	Grass - March 2024	<b>414.00</b>
LALC	ATS	<b>132.00</b>
HMRC	PAYE Mths 9-12	<b>185.80</b>
J Haycraft	Pay April 2024	<b>257.60</b>

<b>Total</b>	<b>£1,247.00</b>	bf	£12,519.90	£2,572.76	£15,092.66
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**Payments Pending Action**

D Harford	Audit Fees	50
School	Hire costs	85
AJ Williams	Grass April 2 cuts each	£828.00
J Haycraft	Refreshments for Bulb planting day	£13.35
S Clegg	Payroll Provider	£25.20
CPC	Reimburse VAT	£1,107.20
	<b>Total</b>	<b>£2,108.75</b>

cf	£10,411.15	£2,572.76	£12,983.91
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**Earmarked funds**

Vat Refund Due to date	91
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12. Next scheduled meetings

Tuesday 9<sup>th</sup> July

Tuesday 10<sup>th</sup> September

Tuesday 12<sup>th</sup> November