

THORPE MALSOR PARISH COUNCIL

Minutes of the Annual Meeting of Thorpe Malsor Parish Council held on 31st May 2022.

Present: Cllr E Stevenson (Chair), Cllr J Harrison, Cllr C Holborow, Cllr H Sharp (acting Clerk).
No members of the public attended.

1. To elect the Chair for 2022/23 and receive the Chair's Declaration of Acceptance of Office

It was proposed that Cllr Stevenson be re-elected as Chair for 2022/23. All were in favour and Cllr Stevenson was duly elected and signed the Declaration of Acceptance of Office.

2. Apologies for absence

Cllr Jo Rawson sent apologies for absence due to prior commitments, which were accepted.

3. Declarations of Interest

Cllr Sharp declared a disclosable pecuniary interest in Item 9(a). The Schedule of Payments includes her invoice for reimbursement of annual domain registration and website hosting in respect of the council's website.

4. To confirm parish representatives:

- a) **Internal Controls Officer** – Mrs Frances Pope.
- b) **Footpaths Warden** – Cllr Sharp
- c) **Police Liaison Representative** – Cllr Holborow
- d) **Health & Safety Officer** – Cllr Rawson
- e) **Defibrillator Officer** – Cllr Harrison
- f) **Any other representatives that might be considered necessary** – none required.

5. Approval and signature of minutes of the Ordinary meeting of 24th March 2022.

The minutes were approved without amendment and signed by the Chair.

6. Matters Arising

None.

7. Open Forum (public participation session).

No members of the public attended.

8. To receive and approve the Annual Governance and Accountability Return (AGAR)

a) Review of the Internal Audit Report dated 10/05/22

The report from the Internal Auditor had been circulated prior to the meeting. There were no issues found and the auditor had signed the report.

b) Approval of Annual Governance Statement (Section 1)

The Annual Governance Statement was considered. All responses were in the affirmative with the final trust funds statement marked as not applicable; it was resolved to approve the Statement and Cllr Stevenson and Cllr Sharp (as acting Clerk and Responsible Finance Officer) signed Section 1.

c) Approval of Accounting Statements (Section 2)

It was resolved to approve the Statement of Accounts and Cllr Stevenson signed Section 2.

d) Approval of Certificate of Exemption

It was agreed that the Certificate of Exemption be approved. It was noted that the commencement date for the excise of public rights will be Monday 13th June 2022. The certificate was signed by Cllr Sharp (as acting RFO) and Cllr Stevenson.

9. Finance

a) To receive the Finance Report and approve the Schedule of Payments.

The Clerk presented the latest financial statement, which had been circulated prior to the meeting. Cllr Sharp left the meeting whilst her invoice was considered. It was resolved to approve payment of the invoices detailed on the schedule (copy attached).

b) To consider the quotations from Zurich & CAS for renewal of the Council's insurance.

The quotations were discussed and levels of cover compared. It was resolved to accept the quotation from Zurich.

c) To consider quotations received for repair of the bus shelter roof.

The quotations were discussed and it was resolved to accept the quotation from Game Construction Ltd.

10. To review and approve the Council's Small Grants Policy.

It was resolved to adopt the new Small Grants Policy.

11. To receive an update on events planned for the Queen's Platinum Jubilee celebration.

a) Beacon Lighting Thursday, 2nd June at 9.45pm: Cllr Holborow advised that the beacon will be built tomorrow on the field adjacent to the allotments. An area will be cordoned off and a water bowser and buckets available. 6 stewards will be in attendance plus a first aider. Music will be played and light refreshments offered. Cllr Stevenson advised that Kettering Fire Service has been notified and has approved the location.

b) Big Jubilee Lunch Sunday, 5th June: Cllr Stevenson advised that preparations were well underway and invitations had been delivered to every household in the village. Lunch to commence at 1 pm in The Square and residents in the area had been warned there would be no vehicle movements allowed between 1 and 5 pm. A hog roast and salads will be provided and residents have been asked to bring cakes to share. A Jamician steel drum band has been booked to play throughout the afternoon and games will be organised for the children. Flags, bunting, tablecloths have been purchased and a working party organised to make the final

preparations on Sunday morning.

c) Events on Saturday, 4th June: Cllr Stevenson confirmed that the Model Railway Group will be setting up a Jubilee model railway display in the Village Hall to which all residents had been invited and the Social Club will be holding a Jubilee event in the evening with a red, white and blue theme.

d) Cllr Stevenson confirmed that he had applied for a grant from the NNC community fund to cover some of the costs and that the Village Hall Committee were also happy to make a contribution towards the Jubilee Lunch.

12. To receive an update on the following projects:

a) Tree bench seat.

Cllr Sharp reported that no contact had yet been made with the local carpenter. Cllr Holborow advised that he is still prepared to carry out the work when time permits.

b) Restoration works to the village well.

No progress to report, clerk to chase and obtain quotes from other stonemasons.

c) Trial planting: wild flowers (Eagle Lane) & bulbs (Church Way).

Cllr Sharp reported that NNC had cut the verge where the wild flowers/grasses had been planted. Although normally only a narrow section close to the road is cut, this time they have cut right up to the estate wall, removing all the growth. Cllr Harrison reported that the bulbs had flowered on Church Way.

d) Protection of green space in The Square.

Cllr Stevenson reported that the No Parking signs seem to be having a positive effect at the moment. The situation to be monitored and reviewed in the coming months.

e) Village noticeboard.

Cllr Sharp advised that a local resident had offered to carry out repairs/renovation of the noticeboard. Cllr Stevenson offered to discuss with the resident.

13. To receive an update from Police Liaison Representative, Cllr Stevenson.

Nothing noteworthy to report.

14. Date of next meeting

The date of the next meeting was set for Thursday, 4th August.

The meeting closed at 8.15 pm.

Signed:(Chair)

Date:

THORPE MALSOR PARISH COUNCIL

SCHEDULE OF PAYMENTS

Accounts to be passed for payment 31st May 2022:

* Denotes paid in advance of meeting.

Payee	Details	Amount	Power
*Cartridge Shop	Printer Ink XL x 2	£40.47	LGA 1972, s. 101
H Sharp	Domain Registration & Website Hosting	£122.39	LG Transparency Code 2015
Total		£162.86	

RECEIPTS SINCE: 24th March 2022:

Date	Particulars	Amount	Account Credited
29/03/22	AMP Grant	£209.09	Community Account
29/04/22	Precept	£2,000.00	Community Account
Total		£2,209.09	

FINANCIAL STATEMENT

Balances B/F 24/03/22		Receipts	Expected Balances (after payment of above invoices)
Premium Account	£631.81	£0.00	£631.81
Community Account	£5283.29	£2,209.09	£7,329.52
Total	£5915.10	£2,209.09	£7,961.33

THORPE MALSOR PARISH COUNCIL

SMALL GRANTS AWARDING POLICY

Signed: Cllr Stevenson (Chair)

Date: 31st May 2022

Date of next review: January 2024

Date	Revisions
31/05/22	Date Adopted

Thorpe Malsor Parish Council is committed to providing assistance and support to local community groups. The Council runs a small grant scheme and village groups and clubs are invited to apply. This policy sets out the procedure and terms and conditions of the small grant process.

Application process

- Applications for grants must be made by 31st October each year to be considered for inclusion within the budget for the following financial year. Grant applications received after this date will not be considered for the forthcoming financial year.
- All applications must be made using the Small Grant application form (see appendix A) which is available from the Clerk.
- The Council will consider any application received at their November meeting.
- Approved grants will be paid after 1st May in the following year.

Notification and payments

- All applicants will be notified of Parish Council decisions by the Parish Clerk.
- If an application is successful, payment will be made to the Organisation by bank transfer.

Grant conditions

The following conditions apply:

- Grants will be awarded up to a maximum of £250¹.
- All applications must directly benefit the Parish of Thorpe Malsor and its parishioners.
- It is expected that applicants will have explored all other possible funding avenues available to them before applying for to the Council for a Small Grant.
- Grants cannot be issued to individuals.
- Applicants should be a non-profit making organisation where membership is open (i.e. no discrimination of membership on grounds of sex, race, religion etc)
- Grants cannot be made to fund political activities.
- Grants must be for a specific cost or project, they cannot be requested for general reserves.
- Applicants must provide the Clerk with a copy of their most recent audited accounts. Successful applicants will be required to provide the Council with an update during the year, providing details of how they have spent the grant money.
- Only one grant will be given to any group or organisation, or for any particular purpose in any financial year.
- Grants will not be awarded after the relevant event or project has been completed.
- Where an application is successful, the Council shall determine the amount, using the figure requested by the applicant as a guide only.
- The Parish Council has limited funds and cannot make substantial grants – for large projects other bodies should be approached for financial assistance.
- The Council reserves the right to request repayment for any grant where an applicant does not comply with these conditions.
- The Council's decision on any application is final and there is no right of appeal.

- The Council reserves the right to decline any application without giving reasons for its decision.
- Where a Councillor is a member of a group/organisation applying for funding, the Councillor must declare an interest in the matter and refrain from voting.
- Nothing in this policy prevents the Council from providing a donation to a group, organisation or project at any other time.

¹ Unless the Council considers that there are exceptional circumstances

THORPE MALSOR PARISH COUNCIL SMALL GRANT APPLICATION FORM

Please note that this application will only be considered if it is accompanied by a copy of the latest set of annual accounts showing the organisation’s income, expenditure and level of balances. If an organisation does not prepare annual accounts, copies of the bank statements covering the previous 6 months must be enclosed.

By submitting an application, you are confirming that you abide by the grant conditions in Thorpe Malsor Parish Council’s Grant Awarding Policy.

PLEASE COMPLETE IN BLOCK CAPITALS AND RETURN TO THE CLERK BY 31ST OCTOBER

Name of Organisation:					
Registered Charity No (if applicable):		No of Members:		No of members in the Parish:	
Purpose of Organisation:					
Contact Name:					
Contact Address:				Telephone No:	
Email:					
Amount requested:	£		Bank Account no:		Sort Code:
Purpose of Grant:					
Other bodies already approached for funding:					

This Section for Parish Council use:

Date application received:	Council Decision Date:
Parish Council decision:	
Grant offered: £	Date payment sent: