

THORPE MALSOR PARISH COUNCIL

Minutes of the Ordinary Meeting of Thorpe Malsor Parish Council held on 30th January 2024.

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

1. Apologies for absence

None received. It was noted that Cllr Rawson had not attended a meeting since May 23 following her move from the village. Cllr Stevenson understood that it was her intention to stand down at this time and although no official resignation had been received it was decided that the council should advertise a vacancy.

2. Declarations of Interest relating to business on the agenda.

None

3. Approval and signature of minutes of the Ordinary meeting of 31st August 2023.

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

4. Matters arising from the minutes not covered below on the agenda.

None.

5. Finance

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

The clerk presented the latest financial statement (copy attached). All invoices were approved. It was noted that the Internal Controls Officer, Frances Pope, had confirmed to the Chair that the financial statement was correct.

b) To set the Budget for Expenditure for 2024/2025.

The draft budget was discussed in detail. It was agreed that the amount allocated for green space protection in The Square should be increased to £1000 to allow for at least 4 planters. It was noted that the amount of £3650 budgeted for the projects listed would be funded from reserves. It was resolved to set a budget for expenditure of £8205 for 24/25, including the above mentioned project spend (see Appendix A attached).

c) To set the Precept demand for 2024/25.

It was resolved to set the precept demand for 2024-25 at £2500. (See Appendix B attached). Clerk to complete Precept Demand and return to North Northamptonshire Council.

6. Policies & Procedures

To review the following Policies: Standing Orders, Financial Regulations, Code of Conduct, Data Protection Policy, Expenses Policy, Complaints Procedure, Small Grants Policy/Procedure, Internet Banking Procedure (Interim), Subject Access Requests Procedure.

It was resolved to adopt all policies without change.

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7. Date of Next Meeting

It was agreed that the next meeting should take place relatively quickly to consider the response to the councillor vacancy. The date was set for Monday, 18th March 24.

The meeting closed at 7.40 pm.

Signed:(Chair)

Date:

THORPE MALSOR PARISH COUNCIL

SCHEDULE OF PAYMENTS

Accounts to be passed for payment 30th January 2024:

* Denotes paid in advance of meeting.

Payee	Details	Amount	Power
Game Construction Ltd*	Bus Shelter Roof Renovation	£2,352.00	LG (Miscellaneous) Act 1953 s.4
ICO*	Data Protection Fee	£40.00	LGA 1972, s111 (1)
Total		£2,392.00	

RECEIPTS SINCE: 25th May 2023:

Date	Particulars	Amount	Account Credited
04/09/23	Interest	£1.70	Premium
04/12/23	Interest	2.21	Premium
Total		£3.91	

FINANCIAL STATEMENT

Balances B/F 24/08/23		Receipts	Payments	Current Balances
Premium Acc	£634.50	£3.91	£0.00	£638.41
Community Acc	£8,484.67	£0.00	£2,392.00	£6,092.67
Total	£9,119.17	£3.91		£6,731.08

EXPENDITURE	2023-24				2024-25
	Budget	Actual (to 26/01/24)	Forecast (to y/e)	Total Year (projected)	
General Administration	£3,725.00	£746.00	£45.00	£791.00	£4,265.00
Audit Charge	£120.00	£120.00		£120.00	£135.00
Clerk's Salary	£2,650.00			£0.00	£2,785.00
Clerk's Expenses	£65.00	£0.00	£45.00	£45.00	£70.00
Insurance	£220.00	£214.00		£214.00	£280.00
Subscriptions	£160.00	£124.00		£124.00	£160.00
Registration Fees	£40.00	£40.00		£40.00	£40.00
Training	£100.00	£115.00		£115.00	£300.00
Website	£280.00	£123.00		£123.00	£385.00
Computer (upgrade)	£75.00	£0.00		£0.00	£100.00
Other	£15.00	£10.00		£10.00	£10.00
Open Spaces	£165.00	£15.00	£0.00	£15.00	£165.00
Land Rental	£15.00	£15.00		£15.00	£15.00
Bulbs & wild flower seed.	£150.00	£0.00		£0.00	£150.00
Grass cutting	£0.00			£0.00	£0.00
Total Regular Expenditure	£3,890.00	£761.00	£45.00	£806.00	£4,430.00
Projects	£675.00	£2,352.00	£0.00	£2,352.00	£3,650.00
Noticeboard Repair	£0.00			£0.00	£300.00
Seat – green space by Hall gates.	£0.00			£0.00	£1,700.00
Green space improvement / protection	£600.00			£0.00	£1,000.00
Short Lane verge improvement	£75.00			£0.00	£100.00
Village Well Restoration	£0.00			£0.00	£550.00
Bus Shelter Roof Repair	£0.00	£2,352.00		£2,352.00	
Other	£125.00	£165.00	£0.00	£165.00	£125.00
Election Expenses	£125.00			£0.00	£125.00
King's Coronation Big Help Out Event	£0.00	£165.00		£165.00	
Total Annual Expenditure	£4,690.00	£3,278.00	£45.00	£3,323.00	£8,205.00

THORPE MALSOR PARISH COUNCIL PRECEPT DEMAND 2024-25

Appendix B

Current Balance @ 26/01/24	£6,731.08	Financial Statement dated 26/01/24 refers.
Expected Receipts to Year End	£0.00	
Expected Outgoings to Year End	-£45.00	See budget spreadsheet @ 26/01/23
Forecast Balance at Year End	£6,686.08	
Reserves:	£4,900.00	Total set aside for identified projects listed below plus a general reserve
Seat Replacement (by Hall gates)	£1,700.00	This is estimated cost – no quotes yet.
Village Well restoration	£550.00	Quotation from local stonemason +10%
Noticeboard Repair	£300.00	
Election Expenses Fund	£250.00	¼ of estimated election cost budgeted and reserved each year. This is reserve total at end of 23/24.
Short Lane verge improvement	£100.00	
Green space improvement / protection	£1,000.00	
Total Allocated Reserves	£3,900.00	
General Reserve	£1,000.00	General reserve maintained for contingencies.
Balance Available Excluding Reserves	£1,786.08	
Budgeted Expenditure 24-25	£8,205.00	
Less Spending budgeted from reserves	£3,900.00	
Precept Required	£2,518.92	Set precept at £2500.