

THORPE MALSOR PARISH COUNCIL

Minutes of the Annual Meeting of Thorpe Malsor Parish Council held on 30th May 2024.

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

1. To elect the Chair for 2024/25 and receive the Chair's Declaration of Acceptance of Office

It was proposed that Cllr Stevenson be re-elected as Chair for 2024/25. All were in favour and Cllr Stevenson was duly elected and signed the Declaration of Acceptance of Office.

2. Apologies for absence

Apologies received and accepted from Cllr Holborow.

3. To receive declarations of interest relating to business on the agenda.

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 Stevenson
- 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 30th January 2024.

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 28/05/24

The report from the Internal Auditor had been circulated prior to the meeting. The report advised that VAT should be reclaimed each year and Cllr Sharp will process the claim within the next few weeks.

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 3rd June 2024. 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. It was resolved to approve payment of the invoices detailed on the schedule (copy attached).

b) To consider the quotation for renewal of the Council's insurance.

The clerk advised that the current insurer, Zurich, had not increased their price from the previous year, based on the same level of cover. This was more than adequate for the requirements of the council and equated to a 30% reduction from the 2020-21 cost. It was resolved to accept the quotation from Zurich.

10. To receive a report following inspection of the Council's assets.

The report, which had been circulated prior to the meeting, was noted (copy attached).

15. Date of next meeting.

The date of the next meeting was not set. The Clerk will liaise with all members to agree a suitable date.

The meeting closed at 7.40 pm.

Signed:(Chair)

Date:

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SCHEDULE OF PAYMENTS

Accounts to be passed for payment 30th May 2024:

* Denotes paid in advance of meeting.

Payee	Details	Amount	Power
Cartridge Shop*	Printer Ink XL x 2	£40.97	LG FP Act 1963 s5
Fisher German	Land Rental – Bus Shelter	£15.00	LG MP Act 1953, s4
NCALC	Membership, Audit Service, Data Protection Service.	£288.05	LGA 1972, s143, AC Act 1998 s7 (3)
Zurich Insurance	Parish Insurance	£214.00	LGA 1972, s111 (1)
H C Sharp	Village Website Hosting & Domain Registration	£134.39	LGA 1972, s142
Total		£692.41	

RECEIPTS SINCE: 30th January 2024:

Date	Particulars	Amount	Account Credited
04/03/24	Interest	£2.39	Premium
19/04/24	Precept	£2,500.00	Community
Total		£2,500.00	

FINANCIAL STATEMENT

Balances B/F 30/01/24		Receipts	Payments	Current Balances (after payment of invoices)
Premium Acc	£638.41	£2.39		£640.80
Community Acc	£6,092.67	£2,500.00	£692.41	£7,900.26
Total	£6,731.08	£2,502.39	£692.41	£8,541.06

THORPE MALSOR PARISH COUNCIL

REPORT: HEALTH & SAFETY AND MAINTENANCE INSPECTION OF COUNCIL ASSETS

ITEM	INSPECTION OBSERVATIONS	H & S RISK	MAINTENANCE REQUIREMENT
Ancient Village Well & Water Trough	Structurally in reasonable condition: some mould/fungi present, advised corner stones may need replacing.	None	Quote accepted for repairs & cleaning. Still awaiting completion.
Bus Shelter	Very good condition after repair and renovation work carried out in 2023.	None	None
Bus Shelter Bench Seat	Very good condition but dusty.	None	Clean
Bus Shelter Litter Bin	Very good condition.	None	None
Picnic Bench Play Area	Very good condition. (Purchased in 2017)	None	None
Public Bench Church Way	Good condition. (Slats repaired & repainted 2017)	None	None
Public Bench Short Lane	Good condition. (Repainted in 2017)	None	None
Tree Bench by Hall Gates *	Removed during 2023	None	Replace
Memorial Seat Church Yard	Reasonable condition	None	Investigate
Red Phone Box	Good condition. (Repainted in 2018)	None	None
Table Tennis Table	Good condition	None	None
Noticeboard	Poor condition	Low	Repair agreed, still awaiting completion.
Laptop & Printer	Good condition (not currently used). RAM upgrade required.	None	Upgrade RAM

* Seat was originally erected by a resident of the village and not owned by the Parish Council.

Date of inspection: 26th May 2024

Inspected by: Cllr Sharp Signature:

Date of next scheduled inspection: March 2025