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| Clerk: Gemma Smith  | 75, Chapel RoadPilleyBarnsleySouth YorkshireS75 3AR  |
| Email: clerk@tankersleypc.org | Tel: 07963042701  |

# To: All Members of Tankersley Parish Council

**You are summoned to the Ordinary Meeting of Tankersley Parish Council on Thursday 19th October 2023 at 7.00 pm. This meeting will be held in the Tankersley Hub for the purpose of transacting the following business.**



**Gemma Smith**

**Parish Clerk and Responsible Finance Officer
16th October 2023**

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| Please do not attend if you have any recognised Covid-19 symptoms.The meeting may be filmed, photographed or audio recorded (recording). The recording will be paused or halted to take account of safeguarding requirements and the wishes of any members of the public who do not wish to be included in the recording, or if recording is at risk of disrupting the meeting. During the meeting and at the Chairman’s discretion, the meeting will be opened to enable questions or statements to be made by members of the public for a maximum time of 10 minutes. Members of the public are asked to restrict their comments and/or questions to three minutes. |
| **Agenda** |
| **CORE REQUIREMENTS*****Covering governance administration, finance and asset management*** |
| **79.** | **Apologies**  |
| **79.1** | To receive and accept apologies from Councillors. Local Govt Act 1972 s85 (1) |
| **79.2** | To consider authorising the non-attendance of Councillors from the meeting LGA 1972 s85 (1) |
| **80.****81.1** | **Minutes**To consider and resolve to approve as a true and correct record the Minutes of the Ordinary Parish Council Meeting held on Monday 21st September 2023. (LGA 1972 sch 12, para 41(1)  |
| **82.** | (Appendix A)**Declarations of Interest and Dispensation Requests** |
| **82.1** | To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers. (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations) |
| **82.2** | To consider any Dispensation Requests . Localism Act 2011 s33(b-e) |
| **83.** | **Public Question Time** |
|  | To receive questions and statements, either verbal or written, from members of the public. Public Bodies (admissions to meetings) Act 1960 s1 extended by the Local Gov Act 1972 s100 |
|  | **CORE REQUIREMENTS AND COUNCIL MEETING*****Covering governance administration*** |
|  | Please note: During the Council Meeting members of the public are not permitted to speak unless the Parish Council votes to permit a member of the public to speak during an agenda item |
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| **84.** | Business Raised During Public Question Time |
|  | To resolve to refer any business raised by the public in public discussion, and any other matters or items of information from Councillors to the appropriate working group or to resolve to agree on any other action. |
| **85.** | **Questions raised by Cllr Cocking re Tankersley Parish Council Financial spend 2022/23.** |
| **85.1** | Who can attend the children’s Christmas party e.g. children from outside of the village who’s grandparents live in area?  |
| **85.2****85.3****85.4****85.5** | Was an insurance claim considered for the repair of the Kissing gate? Is there missing financial paper work for previous year AGAR’s? Was £20,000 withdrawn from Tankersley Parish Council bank accounts and can bank statements be provided from 2020 to current date? Clarification on Clerks/RFO responsibilities and contracted hours?   |
| **86.** | **Review of Audit report and recommendations 2022/23** |
| **86.1** | To review the audit report issued for 2022/23 (Appendix B) |
| **86.2** | To address and resolve a plan for recommendations from audit report 2022/23. |
| **87.** | **EVRI meetings with Cllr White** |
| **87.1** | To receive an update on liaison with Cllr White to arrange representation of TPC at EVRI meetings.  |
| **88.****88.1****88.2** | **Resignation of current Clerk/RFO** To receive an update regarding current Clerk/RFO resignation.To consider the recruitment arrangements for the replacement of Clerk/RFO.  |
| **89.** | **Financial Matters** |
|  | To note and where appropriate to authorise the expenditure that has occurred since the 21st September meeting and expenditure required through October and if appropriate to authorise the use of personal cards. |
| **89.1** | **Expenditure** |
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| HMRC - PAYE | 94.40 |
| G. Smith – Salary as Clerk/RFO  | 377.60 |
| G. Smith – Home Working Allowance | 24.00  |
| RFO reimbursement – Argos Shredder | 54.99 |
| RFO reimbursement - Amazon Punched Pockets A4 | 6.43 |
| RFO reimbursement – Amazon Kamo Ink Cartridges | 14.44 |
| RFO reimbursement – Amazon HP A4 White Paper (5 Ream) | 24.99 |
| YLCA – Finance & Budget Monitoring Webinar  | 25.00 |
| **TOTAL** | **£621.85** |
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| **89.2** | **Expenditure to be Authorised** |
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| G. Smith – Salary as Clerk/RFO  | 377.60 |
| G. Smith – Home Working Allowance | 24.00 |
| HMRC - PAYE | 94.40 |
| Hire of Small Meeting Room  | 40.00 |
| Bonfire First Aiders | 234.00 |
| Hire of Field for Bonfire Event (Bond £500) | £590 |
| **TOTAL** | **£1360.00** |

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| **89.3** | **Income** |
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| Interest on Deposit account  | 14.54 |
| **TOTAL** | **£14.54** |

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| **89.4****89.4.1** | **Current and Deposit Account Statements**5th September – 6th October 2023 (Appendix C) |
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| Current | £26,562.19 |
| Deposit | £12,635.82 |
| **Total** | **£39,198.01**  |

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| **89.5** | Bank Reconciliation Statements |
| **89.5.1****89.5.2** | To consider and authorise signing of the Current Account Bank Reconciliation Statement up to 1 September 2023 and to 30 September 2023. (Appendix D)To consider and authorise signing the Deposit Account Bank Reconciliation Statements to 1 September 2023 and to 30 September 2023(Appendix E)  |
| **90.** | **Balancing the 2023/24 Budget** |
| **90.1** | To review Q2 2023/24 BudgetReport (Appendix F) |
| **90.2** | To resolve to balance the 2023/24 budget  |
| **91.** | **Neighbourhood Plan** (The Neighbourhood Planning (General) Regulations 2012) |
| **91.1** | To consider any motions to allow the Chair/Vice Chair of the Neighbourhood Plan Working Group (Working Group) to speak during this item 63 of the agenda and for the Parish Council to vote on any such motion |
| **92.****92.1****92.2** | Training support for the new Parish Council & Clerk To consider training requirements for Tankersley Parish Council.To consider the purchase of any literature to guide and support TPC business (Appendix G) |
|  | SOCIAL AND COMMUNITY INFRASTRUCTURE |
| **93.** | KES Bench |
|  | To consider supporting the purchase and installation of a KES Bench. |
| **94.** | Children’s Christmas Party  |
| **94.1** | To consider arrangements and approval to plan for the 2023 Children’s Christmas Party. |
| **95.** | D-Day Celebrations |
| **95.1** | To consider arrangements and approval to plan for the 2024 D-Day Celebrations. |
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| **96.** | Annual Bonfire Event |
| **96.1** | To resolve the approval of first aiders order for bonfire event (Appendix H) |
| **97.** | Planning Applications |
| **97.1** | None  |
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| **98.** | Date of Future Meetings |
|  | To resolve to note the date of the next Ordinary Parish Council Meeting  |

***Councillors are asked to note that in the exercise of their functions, they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status and any disability); Crime & Disorder, Health & Safety and Human Rights.***