

North Thoresby, Grainsby & Waithe Parish Council

North Thoresby Village Hall, The Square, North Thoresby, DN36 5QL



Agenda Monday 1 July 7.00pm

Dear Councillor,

You are hereby summoned to attend the Monthly Meeting of North Thoresby, Grainsby & Waithe Parish Council, which will be held in **North Thoresby Village Hall** on **Monday 1 July**, commencing at **7.00pm**

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press may attend the meeting. Members of the public wishing to speak during the Open Forum are asked to contact the Clerk in advance of the meeting if possible.

Yours sincerely,

L Gale

Councillor Lynne Gale

Acting Clerk & RFO to North Thoresby, Grainsby & Waithe Parish Council

24 June 2024

Agenda:

1. Open and Welcome by the Chair.

Health & Safety announcement

The meeting may be recorded – please be respectful of members of the public.

2. Declarations of Interest:

- a) To record declarations of interest by any member in respect of the agenda items listed below. Members should identify the agenda item and type of interest being declared.
- b) To note dispensations given to any member in respect of the agenda items listed below.

3. Apologies:

To receive any apologies sent to the Clerk from Members not able to attend the meeting.

4. Adoption of Previous Minutes:

To adopt the minutes of the meeting held on Monday 3 June 2024.

To adopt the minutes of the RFO Extra-ordinary meeting held at 18.00, on Monday 17 June 2024.

To adopt the minutes of the Internal Audit and AGAR Extra-ordinary meeting held at 18.30, on Monday 17 June 2024.

5. Open Forum:

Members of the public can ask questions or make short statements to the council. Open Forum shall not exceed 30 minutes unless directed by the Chair of the Council.

6. District/County Councillor Reports:

To receive updates from any attending District or County Councillor.

7. Planning applications. (nothing as of 25/6/24)

8. Community Library – losing the phone box ideas for a replacement

We have been formally notified by BT that they will clear the Phone box of books unless the village does so within the next week or so. There are some ideas being discussed to replace it. Discuss and plan

9. Update on Railings and Notice Boards

Progress since the last meeting – hold up on notice boards.

Queries from resident over planning permission. Resolved by email from the chair

To discuss: Notice boards – the locks / access / rules of use.

Relocation of the memorial roundels.

Address notice board coverage in Waithe and Grainsby

10. Essential Repairs to Village Hall / Village Hall Working Group (held over from last month)

The recent Fire Health and Safety Report, completed by Castle Consulting has thrown up a significant number of safety issues. Each has been given a time limit and it is now necessary to agree a budget and work plan to ensure the Village Hall can continue to function safely. A copy of the report was circulated last month so that councillors can contribute to the discussion

- a) Update: Progress to date.
- b) To resolve: Agree next set of priorities from the H&S plan
- c) To resolve: Allocate responsibility for work.
- d) Outline budget for planned work

11. Public Toilets next to the Village Hall.

The Public toilets were closed during COVID Lockdowns. There has been a lot of interest in opening them up again.

To Discuss: Pros/cons/costs related to reopening toilets. We pay out monthly for electricity and water.

12. Update on the Defibrillators.

We now have three Parish Council defibrillators.

To resolve: One defib is positioned outside of the Village hall. Where are we going to site the other two and how will the process for access work?

13. Historical Parish Council Ledgers

To resolve: A number of old ledgers are in the office. Whilst they are interesting to read, they no longer form a functional part of the council's day to day business. Might it be a nice idea for them to be donated to the History Society, rather than letting them collect dust?

14. Clerk's Report:

- a. To receive an update on any matters arising since the last meeting. Also include
- b. Community correspondence
 - a. beanfield hedges
 - b. road safety
 - c. road signs brighten
 - d. A16 Bushes and sign.
- c. Internal Audit and AGAR, public inspection dates 25 June to 5 August.
- d. Web Site Updates / FOI and SAR Requests (request 10 more hours for rebuilding site)
- e. Appointment of Locum Clerk/RFO
- f. Proposed review/addition of core policies (see list forwarded to Council)
- g. Our domain norththoresby-pc – There is no cloud space included. Suggested contingency.
- h. Payments Schedule for July – awaiting further invoices. To be posted separately

15. Proposal to Move into Closed Session for discussions on Internal team challenges.

- a) To discuss induction of new Locum Clerk and RFO (Monday 15 July getting stuff to Jill going through things)
- b) To look at caretaker work load and training
- c) To discuss councillor training.
- d) To discuss LALC AGM.
- e) To discuss internal communications and how we deal with each other
- f) To discuss /demo Monday.com – project and job management.

The outcomes of these discussions will be entered into the minutes as part of the normal process.

16. Date & Time of Next Meeting

To agree Monday 5 August at 7.00pm for the next meeting.

Jobs list as a result of the Audit

Recommendations:-

- *Consider implementing a Scheme of Delegation.*
- *Review Standing Orders and Financial regulations in light of recent changes.*
- *Ensure the arrangement for public inspection of records is advertised within the stipulated legislation. - done*
- *Ensure the AGAR documentation is submitted within the guidelines to ensure - done*

Recommendations:-

- *Ensure risk is re-assessed to adequately safeguard the accounting documentation and council records.*
- *Ensure Members Interest declarations are available either on your website or linked to the district council website. Awaiting Ian/Mick/Helen*

Recommendations:-

- *Ensure risk is re-assessed to adequately safeguard the accounting documentation and council records. – Discuss contingency plan*
- *Re-claim outstanding VAT as soon as possible and ensure future returns are submitted within a reasonable time frame and in accordance with your Financial regulations.*
- *Consider implementing an Internal Control Policy.*
- *Review how payments are approved ensuring that Councillors have sight of invoices they are approving. – new process started this month*
- *Ensure that all payments are made in accordance with the Financial Regulations.*
- *Review your reserves position and ensure these are periodically reviewed.*
- *Re-visit your cash handling policy to ensure that cash is appropriately handled and adequate records are available.*
- *Whilst the budget was adequate more information could have been made available to councillors to justify how figures have been arrived at.*

Recommendations:-

- *Review your risk management policy as this would appear to have failed. Warnings were being given and red light activated throughout the year which councillors appeared to have ignored. The subsequent resignation of all but one councillor and officers created a non-functional council and whilst you can't safeguard everything something could and should have been done earlier to minimise the disruption.*
- *Minutes need to focus more on the resolution as to verbatim reports. Long minutes can cause confusion, hide irregularities and lead to libellous claims. – already started being concise.*

Recommendations:-

- *Whilst the budget was adequate more information could have been made available to councillors to justify how figures have been arrived at.*

All Councillors to undergo training.