

**DRAFT**

# Whessoe Parish Council

---

**MINUTES of the Annual Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Thursday 21<sup>st</sup> May 2026, at 7.00 pm.**

**Present:**            Councillor D Woodley (Chair)            Councillor C Stewart  
                         Councillor F Minay                            Councillor T Musson  
                         Councillor S Patterson                      Councilor S Goldfinch  
                         Councillor M S Baines  
                         Parish Clerk – B Goldfinch

MINUTE NO.	ITEM	ACTION
1.26	<p><b><u>Election of Officers</u></b></p> <p><b>Chair:</b> Councillor Woodley was elected unanimously. Proposed Councillor Goldfinch and seconded by Councillor Minay. Councillor Woodley signed the declaration of acceptance of office form.</p> <p><b>Vice- Chair:</b> Councillor Goldfinch was elected unanimously. Proposed Councillor Minay and seconded by Councillor Woodley.</p> <p><b>Hall Committee:</b> Councillors Musson, Goldfinch Baines and Woodley. <b>Social Committee:</b> Councillors Minay, Stewart and Patterson. <b>Staffing Committee:</b> Councillors Minay, Patterson, Baines and Woodley.</p> <p>Chairs will be elected at the next meeting of each Committee.</p>	
2.26	<p><b><u>Apologies for Absence</u></b></p> <p>Apologies were received from Borough Councillors R Lawley and G Lee.</p>	
3.26	<p><b><u>Public Participation</u></b></p> <p>No members of the public were present.</p>	
4.26	<p><b><u>Declarations of Interest</u></b></p> <p>None declared.</p>	
5.26	<p><b><u>Minutes of the Meeting of Whessoe Parish Council – 23<sup>rd</sup> March 2026</u></b></p> <p>The Minutes of the Meeting of Whessoe Parish Council held on the 23<sup>rd</sup> March 2026 were presented.</p> <p>The Council <b>RESOLVED</b> that the Minutes of the Meeting of Whessoe Parish Council held on the 23<sup>rd</sup> March 2026 be approved and signed.</p>	

Signed..... Date.....  
Chair of the Parish Council

# DRAFT

	<p><b><u>Action Points</u></b></p> <ul style="list-style-type: none"> <li>All actions are covered in the Agenda.</li> </ul>	
<p><b>6.26</b></p>	<p><b><u>Planning</u></b></p> <p><b>Consequences of proposed Boundary Changes</b></p> <ul style="list-style-type: none"> <li>The Boundary Commission has proposed changes to the ward boundaries in and around Darlington. As a consequences of those proposals Darlington Borough Council has proposed revised parish electoral arrangements for Whessoe Parish Council.</li> <li>Our Council would still consist of seven Parish Councillors but representing the two wards of Beaumont Hill (2 Councillors) and Burtree Lane (5 Councillors); as opposed to Whessoe (1 Councillor) and Harrowgate Hill (6 Councillors).</li> <li>The Council noted the proposals and will await the outcome.</li> </ul> <p><b>Planning Applications Log</b></p> <ul style="list-style-type: none"> <li>The Council <b>RESOLVED</b> to note the planning applications log.</li> </ul>	
<p><b>7.26</b></p>	<p><b><u>Parish Councillor Vacancy</u></b></p> <ul style="list-style-type: none"> <li>None at present.</li> </ul>	
<p><b>8.26</b></p>	<p><b><u>Clerk &amp; Responsible Finance Officer</u></b></p> <p><b>Staffing Committee</b></p> <p>No update for this meeting.</p>	
<p><b>9.26</b></p>	<p><b><u>Finance</u></b></p> <p><b>Quarterly Audit</b> The 4<sup>th</sup> quarterly audit was carried out by Councillor Musson on 10<sup>th</sup> April 2026.</p> <p><b>Bank Reconciliation to 31<sup>st</sup> March 2026</b> Councillors Patterson and Minay reconciled the bank account against the cashbook on 8<sup>th</sup> April 2026.</p> <p><b>Financial/Budget Statement to 31<sup>st</sup> March 2026</b> The Clerk presented the Financial Statement for the period.</p> <p>Receipts totalled <b>£24,226</b> of which £13,525 came from the precept. The Council spent <b>£17,468</b> to the end of the period.</p> <p><b>£6,758</b> was added to the general reserve.</p> <p><b>Payments more than £100 are as follow.</b></p>	

Signed..... Date.....  
 Chair of the Parish Council

## DRAFT

Date Paid	Transaction Detail	Total	Payee Name
16/04/25	Annual Subscription	£ 313.69	CDALC
16/04/25	Internal Audit	£ 100.00	Kevin Pearce
16/04/25	Accounting Software	£ 243.60	Rialtas Business Solutions
17/04/25	Gas March	£ 163.81	EDF
20/05/25	Replacement for broken window	£ 225.00	Peter Bean
29/05/25	Insurance	£ 677.18	Zurich Insurance
10/06/25	Office 365	£ 104.99	Microsoft
27/06/25	PAYE Q1	£ 405.00	HMRC
27/06/25	Booking Software	£ 265.00	Hallmaster
30/06/25	Clerk's Salary Q1	£ 1,620.40	Clerk
07/07/25	Hall Maintenance (roof)	£ 100.00	Dave Woodley
08/09/25	Ink cartridges, teaspoons and HDMI wall plate	£ 108.18	Amazon
29/09/25	PAYE Q2	£ 405.00	HMRC
29/09/25	Clerk's Salary Q2	£1,620.40	Clerk
01/10/25	Replacement Website	£ 258.00	Plexus Media Ltd
09/10/25	Replacement Laptop	£ 299.99	Amazon
13/10/25	Roof Repair	£ 720.00	C Park DHM Roofing
13/10/25	Boiler Service & certification	£ 300.00	MHL Ltd
02/12/25	Fire extinguisher service and replacement extinguisher	£ 123.24	Churches Fire Security
02/12/25	Christmas Tree	£ 519.60	Croft Christmas Trees
02/12/25	Christmas Party Entertainment final payment	£ 160.00	S W Enterprises
17/12/25	Gas November	£ 151.63	EDF Energy
30/12/25	PAYE Q3	£ 431.00	HMRC
30/12/25	Clerk's Salary Q3	£1,724.40	Clerk
20/01/26	Gas December	£ 102.05	EDF Energy
12/02/26	Tree trimming	£ 130.00	Darren Crang
19/02/26	Gas and Electricity February	£ 171.63	Octopus
30/03/26	PAYE Q4	£ 418.00	HMRC
30/03/26	Clerk's Salary Q4	£1,672.40	Clerk

The Parish Council **RESOLVED** to note the financial/budget report to 31<sup>st</sup> March 2026.

**Asset Register**

The Parish Council **RESOLVED** to agree the publication on the Council's website of the updated asset register.

**Direct Debits**

The Parish Council **RESOLVED** to approve the direct debits listed below.

Signed..... Date.....  
**Chair of the Parish Council**

## DRAFT

	Direct debit for	Frequency	Payee																
	Gas	Monthly	Octopus																
	Electricity	Monthly	Octopus																
	Water	Bi-annual	Wave																
	Rates	Monthly	Darlington Borough Council																
	Bank Charges	Monthly	Lloyds																
	Broadband	Monthly	BT																
	Canva Pro	Annual	Canva																
	Microsoft 365	Annual	Microsoft																
	Mobile Phone	Monthly	Lebara																
	<p><b>Bank Reconciliation to 30<sup>th</sup> April 2026</b> Councillors Patterson and Minay reconciled the bank account against the cashbook on 12<sup>th</sup> May 2026.</p> <p><b>Financial/Budget Statement to 30<sup>th</sup> April 2025</b> The Clerk presented the Financial Statement for the period.</p> <p>Receipts totalled <b>£15,155</b> of which £14,200 came from the precept. The Council spent <b>£1,020</b> to the end of the period.</p> <p><b>Payments more than £100 are as follow.</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Date Paid</th> <th style="width: 40%;">Transaction Detail</th> <th style="width: 15%;">Total</th> <th style="width: 30%;">Payee Name</th> </tr> </thead> <tbody> <tr> <td>07/04/26</td> <td>Annual Subscription</td> <td style="text-align: right;">£ 363.67</td> <td>CDALC</td> </tr> <tr> <td>07/04/26</td> <td>Accounting Software</td> <td style="text-align: right;">£ 252.00</td> <td>Rialtas Business Solutions</td> </tr> <tr> <td>10/04/26</td> <td>Gas and Electric</td> <td style="text-align: right;">£ 128.59</td> <td>Octopus</td> </tr> </tbody> </table>			Date Paid	Transaction Detail	Total	Payee Name	07/04/26	Annual Subscription	£ 363.67	CDALC	07/04/26	Accounting Software	£ 252.00	Rialtas Business Solutions	10/04/26	Gas and Electric	£ 128.59	Octopus
Date Paid	Transaction Detail	Total	Payee Name																
07/04/26	Annual Subscription	£ 363.67	CDALC																
07/04/26	Accounting Software	£ 252.00	Rialtas Business Solutions																
10/04/26	Gas and Electric	£ 128.59	Octopus																
<b>10.26</b>	<p><b><u>Annual Governance &amp; Accountability Return (AGAR) 2025-26</u></b></p> <p><b>Internal Audit Report</b></p> <ul style="list-style-type: none"> <li>• The Internal Auditor raised four issues to be addressed: <ul style="list-style-type: none"> <li>○ The risk register was not reviewed last year. The Council reviewed the risk register at this meeting and the Clerk will ensure that it and other key policies are reviewed annually before the Annual Meeting.</li> <li>○ The Council sponsors a regular quiz night and banks the proceeds before donating the proceeds to a chosen charity. Quiz prizes are purchased using the Council's debit card. The report recommends that the Council looks for alternatives as the current accounting method mixes the proceeds with other Parish and Hall management finances.</li> <li>○ The Council proposes that all transaction relating to the Quiz night should be independent of the Council's bank account and should be handled through a cash accounting process as follows:.</li> </ul> </li> </ul>																		

Clerk

Signed..... Date.....  
**Chair of the Parish Council**

## DRAFT

	<ul style="list-style-type: none"> <li>▪ Cash collected for entry fees and raffle tickets will be held in a locked cash box in the locked cabinet in the locked committee room in the locked hall.</li> <li>▪ A log will be kept of the cash with 2 independent signatures to each transaction. There will be a bi-monthly check of the amount at each full Council meeting and those checks will be done on a rota basis for guaranteed propriety, i.e. different people undertaking checks each time.</li> <li>▪ All payments (for prizes) will be made from the cash pot.</li> <li>○ The report noted that the Council's new generic email address is not on the website. This has now been corrected.</li> <li>○ To help meet the Council's obligation to data protection it is recommended that all Councillors should undergo data protection training as soon as possible. So far just the Clerk and Councillor Goldfinch have completed this. The Clerk will arrange.</li> </ul> <ul style="list-style-type: none"> <li>• The Council <b>RESOLVED</b> to accept the internal audit report.</li> </ul> <p><b>AGAR</b></p> <p>The Council <b>RESOLVED</b> to certify itself exempt from limited assurance review, approve the annual governance statement and approve the accounting statements.</p> <p>The Clerk will send the relevant documents to the external auditor, publish everything on the website and post the exercise of public rights notification at the appropriate time.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>
11.26	<p><b><u>IT</u></b></p> <ul style="list-style-type: none"> <li>• Nothing to report at this meeting.</li> </ul>	
12.26	<p><b><u>Policies</u></b></p> <ul style="list-style-type: none"> <li>• The Council reviewed the Risk Management Policy and Risk Register and <b>RESOLVED</b> to approve it with minor changes (in red). The document was published on the website on 26<sup>th</sup> May 2026.</li> <li>• The Clerk presented the Data Protection Policy and Data Map. The Council agreed that <ul style="list-style-type: none"> <li>○ no change was necessary to the Data Protection Policy at this time.</li> <li>○ the Clerk will develop the Data Map and bring it to the next Council meeting.</li> <li>○ the Clerk will investigate options for Councillor training in Data Protection.</li> </ul> </li> </ul>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>
13.26	<p><b><u>Correspondence</u></b></p> <ul style="list-style-type: none"> <li>• Clerks and Councils Direct was passed to Councillor Patterson.</li> </ul>	

Signed..... Date.....  
Chair of the Parish Council

## DRAFT

	<ul style="list-style-type: none"> <li>The Council noted the letter from the Darlington &amp; District Samaritans thanking the Council for raising and donating £1,536.38 to keep them going. The Clerk will frame the letter and put it on display at the hall.</li> </ul>	Clerk
14.26	<p><b><u>Events and Training</u></b></p> <ul style="list-style-type: none"> <li>The Council noted the events and training log.</li> <li>The Clerk will investigate whether the Data Protection training can be delivered in one place; such as the hall.</li> </ul>	Clerk
15.26	<p><b><u>Marketing and social media</u></b></p> <ul style="list-style-type: none"> <li>There was nothing to discuss under this item.</li> </ul>	
16.26	<p><b><u>Whessoe Parish Hall Committee</u></b></p> <p>The Hall Committee met on 19<sup>th</sup> April 2026. An update of the significant changes from the last Parish Council meeting was provided by Councillor Woodley.</p> <p><b>Contracts</b></p> <ul style="list-style-type: none"> <li>Rates have increased from £134 to £341.</li> <li>A deep clean is being carried out on 29<sup>th</sup> May and a cleaning company is being employed to carry out weekly cleaning. Councillor Goldfinch will tell the current cleaner she is no longer needed and will arrange with the Clerk to provide a month's severance pay and a thank you gift.</li> <li>The mobile phone monthly contract has been moved to Lebara, at a saving of £4 per month.</li> </ul> <p><b>Hall bookings</b></p> <ul style="list-style-type: none"> <li>Both Coderdojo and the Craft Fair have left the hall.</li> <li>There are still 9 separate users of the hall.</li> </ul> <p><b>Hall Maintenance and Works</b></p> <ul style="list-style-type: none"> <li>Councillor Goldfinch presented a paper pulling together an update on the maintenance required inside and outside the hall along with potential improvements. She will develop this further and take it to the next Hall Committee and then work with Clerk to deliver the plan and find suitable grant funding.</li> </ul>	SG/Clerk
17.26	<p><b><u>Whessoe Parish Social Committee</u></b></p> <ul style="list-style-type: none"> <li>There was nothing to report at this meeting.</li> </ul>	
18.26	<p><b><u>Date and Time of Future Meetings</u></b></p>	

Signed..... Date.....  
 Chair of the Parish Council

# DRAFT

<p>Dates for meetings were agreed as follows:</p> <p><b>Meetings of Whessoe Parish Council:</b></p> <p>Parish Council Meeting – Monday, 27<sup>th</sup> July 2026 – 7.00 pm Parish Council Meeting – Monday, 28<sup>th</sup> September 2026 – 7.00 pm Budget &amp; Precept Setting Meeting – Monday 23<sup>rd</sup> November 2026 – 7.00 pm Parish Council Meeting – Monday, 25<sup>th</sup> January 2027 – 7.00 pm Parish Council Meeting – Monday, 22<sup>nd</sup> March 2027 – 7.00 pm Annual Meeting – Thursday 20<sup>th</sup> May 2027 – 7.00 pm (subject to Local Council election dates)</p> <p><b>Annual Parish Meeting:</b></p> <p>Annual Parish Meeting – Thursday 20<sup>th</sup> May 2027 – 6.30 pm to 7.00 pm (subject to Local Council election dates)</p> <p>The Council <b>RESOLVED</b> that the Parish Council will meet on the above dates during 2026-27.</p>	
---	--

Signed..... Date.....  
Chair of the Parish Council