

## DRAFT

# Whessoe Parish Council

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### MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 28<sup>th</sup> July 2025, 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 Singh Bains	
Parish Clerk – B Goldfinch	

MINUTE NO.	ITEM	ACTION
19.25	<u>Introduction</u> <u>Apologies for Absence</u>  No apologies were received.	
20.25	<u>Public Participation</u>  None.	
21.25	<u>Declarations of Interest</u>  There were none declared.	
22.25	<u>Minutes of the Annual Parish Meeting and the Annual Meeting of Whessoe Parish Council – 21<sup>st</sup> May 2025</u>  The Minutes of the Annual Parish Meeting and Annual Meeting of Whessoe Parish Council held on the 21 <sup>st</sup> May 2025 were presented.  The Council <b>RESOLVED</b> that the Minutes of the Annual Parish Meeting and the Annual Meeting of Whessoe Parish Council held on the 21 <sup>st</sup> May 2025 be approved and the latter, signed.  <u>Action Points</u> <ul style="list-style-type: none"><li>• All actions are covered in the Agenda.</li></ul>	
23.25	<u>Planning</u>  <u>Planning Applications Log</u> <ul style="list-style-type: none"><li>• The Council <b>RESOLVED</b> to note the planning applications log.</li></ul>	

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24.25	<p><b><u>Parish Councillor Vacancy</u></b></p> <ul style="list-style-type: none"><li>None at present.</li></ul>																																													
25.25	<p><b><u>Clerk &amp; Responsible Finance Officer</u></b></p> <p><b>Staffing Committee</b></p> <ul style="list-style-type: none"><li>The Parish Council <b>RESOLVED</b> to adopt the new staff handbook and employment policy.</li><li>There will be a “light touch” appraisal for the Clerk later this year using the handbook as a basis.</li></ul>	SC/Clerk																																												
26.25	<p><b><u>Finance</u></b></p> <p><b>Quarterly Audit</b> The 1st quarterly audit was carried out by Councillor Musson on 25<sup>th</sup> July.</p> <p><b>Bank Reconciliation May and June 2025</b> Councillors Patterson and Minay reconciled the bank account against the cashbook on 6<sup>th</sup> June and 7<sup>th</sup> July 2025 respectively.</p> <p><b>Financial/Budget Statement to 30<sup>th</sup> June 2025</b> The Clerk presented the Financial Statement for the period.</p> <p>Receipts totalled <b>£16,466</b> of which £13,525 came from the precept. The Council spent <b>£5,366</b> to the end of the period.</p> <p><b>Payments more than £100 are as follow.</b></p> <table><tr><th>Date Paid</th><th>Transaction Detail</th><th>Total</th><th>Payee Name</th></tr><tr><td>16/04/25</td><td>Annual Subscription</td><td>£ 313.69</td><td>CDALC</td></tr><tr><td>16/04/25</td><td>Internal Audit</td><td>£ 100.00</td><td>Kevin Pearce</td></tr><tr><td>16/04/25</td><td>Accounting Software</td><td>£ 243.60</td><td>Rialtas Business Solutions</td></tr><tr><td>17/04/25</td><td>Gas March</td><td>£ 163.81</td><td>EDF</td></tr><tr><td>20/05/25</td><td>Replacement for broken window</td><td>£ 225.00</td><td>Peter Bean</td></tr><tr><td>29/05/25</td><td>Insurance</td><td>£ 677.18</td><td>Zurich Insurance</td></tr><tr><td>10/06/25</td><td>Office 365</td><td>£ 104.99</td><td>Microsoft</td></tr><tr><td>27/06/25</td><td>PAYE Q1</td><td>£ 405.00</td><td>HMRC</td></tr><tr><td>27/06/25</td><td>Booking Software</td><td>£ 265.00</td><td>Hallmaster</td></tr><tr><td>30/6/25</td><td>Clerk’s Salary Q1</td><td>£ 1,620.40</td><td>Clerk</td></tr></table> <p><b><u>Budget Update</u></b></p> <ul style="list-style-type: none"><li>The Parish Council is currently under budget due to reduced utility costs.</li><li>A small amount of the surplus has been transferred to office equipment to cover the cost of replacing the Parish Council’s laptop.</li></ul>	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	30/6/25	Clerk’s Salary Q1	£ 1,620.40	Clerk	
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	<p><b><u>Banking</u></b></p> <ul style="list-style-type: none"> <li>• The Council's bankers, Lloyds, are charging a monthly fee to continue banking with them. The charges that affect the Council's account are a £4.25 fee per month plus 42p for every manual transaction (paying in cheques and cash).</li> <li>• At the moment there are no manual transactions.</li> <li>• The Clerk will investigate alternative options, in particular National Westminster who currently do not charge non-profit making enterprises.</li> </ul>	Clerk
27.25	<p><b><u>Annual Governance &amp; Accountability Return (AGAR) 2024-25</u></b></p> <ul style="list-style-type: none"> <li>• Mazars have confirmed acceptance of the Parish Council's request for exemption from external audit.</li> <li>• The end date for people to view our accounts ended on Monday 14<sup>th</sup> July.</li> <li>• There is no further action this year.</li> </ul>	
28.25	<p><b><u>IT - Website and Email</u></b></p> <ul style="list-style-type: none"> <li>• The Parish Council's County Association (CDALC) and external auditors (Mazars) have advised that from next financial year we will need to have a website that is either .org or .gov and a generic email address to increase on-line security.</li> <li>• We now have a generic gov.uk email address for the Clerk <a href="mailto:clerk@whessoeparishcouncil.gov.uk">clerk@whessoeparishcouncil.gov.uk</a> and a new domain name whessoeparishclerk.gov.uk.</li> <li>• There is no cost for the email address, but we would be charged if we wanted one for each councillor: Currently the cost is £10 per email address per year. The Parish Council <b>RESOLVED</b> not to purchase gov.uk email addresses for Councillors.</li> <li>• There is no cost for the gov.uk domain name for the first year. Future years will be charged at £30, which is the same as the Parish Council currently pays.</li> <li>• The new domain name will need to be assigned to our website. Our current website provider says they will charge for this.</li> <li>• I have been in touch with an alternative and cheaper provider, Spanglefish. They have provided a raft of information to move the website back to them and this will be investigated in more detail over the next few weeks. It is likely that some of the cost of the change to a new provider can be met by the refund we would get from our existing supplier (we paid a year in advance).</li> </ul> <p><b><u>Laptop</u></b></p> <ul style="list-style-type: none"> <li>• Microsoft is ending support for Windows 10 from October 2025. Any further security upgrades will be charged. The Parish Council laptop cannot be upgraded to Windows 11.</li> <li>• There are some deals around and it may be timely to change the laptop sooner rather than later.</li> </ul>	Clerk

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	<ul style="list-style-type: none"> <li>The Council <b>RESOLVED</b> to replace the existing laptop if an advantageous deal is available.</li> </ul>	Clerk
29.25	<p><b><u>Policies</u></b></p> <ul style="list-style-type: none"> <li>The Parish Council adopted the staff handbook and employment policy.</li> </ul>	
30.25	<p><b><u>Correspondence</u></b></p> <ul style="list-style-type: none"> <li>Clerks and Councils Direct was passed to a Councillor.</li> <li>Every Councillor was issued with a copy of the latest Good Councillor Guide.</li> </ul>	
31.25	<p><b><u>Events and Training</u></b></p> <p>The Council noted the events and training log.</p>	
32.25	<p><b><u>Marketing and social media</u></b></p> <p>The Clerk was asked to approach the developer of the Berrymead Farm site to see if would be possible to erect a notice board and to see when the fence around the Parish Hall site would be erected.</p>	Clerk
33.25	<p><b><u>Whessoe Parish Hall Committee</u></b></p> <ul style="list-style-type: none"> <li>The Parish Council <b>RESOLVED</b> to ratify the Committee's terms of reference.</li> <li>The Hall Committee last met on 7th July 2025. An update of the significant changes from the last Parish Council meeting was provided by Councillor Woodley.</li> </ul> <p><b>Contracts</b></p> <ul style="list-style-type: none"> <li>Gas and electricity contracts will be significantly lower than expected as the Parish Council will not be paying a standing charge on either.</li> </ul> <p><b>Hall bookings</b></p> <ul style="list-style-type: none"> <li>There are currently ten regular hirers generating receipts of around £500.</li> <li>Councillor Woodley encouraged Councillors to take turns at opening/closing the hall for one-off hires. The Clerk would circulate the latest version of the rota. POST MEETING NOTE: Done 7th August 2025.</li> </ul>	
34.25	<p><b><u>Whessoe Parish Social Committee</u></b></p> <ul style="list-style-type: none"> <li>The Parish Council <b>RESOLVED</b> to ratify the Committee's terms of reference.</li> <li>The Social Committee met on 31<sup>st</sup> July 2025. An update was provided by Councillor Minay.</li> </ul>	

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	<p>Events</p> <ul style="list-style-type: none"><li>• The quiz night scheduled for 30 May 2025 was cancelled due to lack of interest.</li><li>• The Committee had revised the dates for future quiz nights.</li><li>• The Christmas Party plans were almost complete and will be finalised at their next meeting.</li></ul> <p>Budget</p> <ul style="list-style-type: none"><li>• PRS/PPL has confirmed the Parish Hall does not need a Music Licence.</li></ul>	
35.25	<p><b><u>Date and Time of Future Meetings</u></b></p> <p>Dates for meetings were agreed as follows:</p> <p><b>Meetings of Whessoe Parish Council:</b></p> <p>Parish Council Meeting – Monday, 22<sup>nd</sup> September 2025 – 7.00 pm Budget &amp; Precept Setting Meeting – Monday 24<sup>th</sup> November 2025 – 7.00 pm Parish Council Meeting – Monday, 26<sup>th</sup> January 2026 – 7.00 pm Parish Council Meeting – Monday, 23<sup>rd</sup> March 2026 – 7.00 pm Annual Meeting – Wednesday 20<sup>th</sup> May 2025 – 7.00 pm</p> <p><b>Annual Parish Meeting:</b></p> <p>Annual Parish Meeting – Wednesday 20<sup>th</sup> May 2025 – 6.30 pm to 7.00 pm</p>	

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