

**Minutes of the meeting of Heddon-on-the-Wall Parish Council held on
Wednesday 8th May 2024 at 6:30 p.m. in Heddon Community Library**

PRESENT: Cllrs. D. Keller [DK]; (in the Chair); K. Dryden [KD]; R. Oatway [RO]; R. Adams [RA]; M. Wilson [MW]; D. Matthews [DM]; L. Irving-Munro [LIM]; K. Ince [KI]

IN ATTENDANCE: L. Barton (Clerk); **Members of the public: 4 present**

- | Minute No. | Agenda item |
|-------------------|---|
| 1. | ELECTION OF THE CHAIR OF THE PARISH COUNCIL: Cllr. Keller was unanimously elected as Chair for the second year. |
| 2. | ELECTION OF THE VICE CHAIR OF THE PARISH COUNCIL: Cllr. Dryden was unanimously elected as Vice Chair for the second year. |
| 3. | DECLARATIONS OF ACCEPTANCE OF OFFICE: Declarations of office were signed by the Chair and Vice Chair in the presence of the clerk. |
| 4. | APOLOGIES FOR ABSENCE: None |
| 5. | DECLARATIONS OF INTEREST: Cllr. Wilson declared an interest in St Andrew's Church and Heddon Education and Training Trust, Cllr. Keller declared an interest in Karbon Homes and all matters relating to ground care and tree maintenance. |
| 6. | COUNCILLOR ROLES AND RESPONSIBILITIES:
Councillor roles and responsibilities for the coming year were discussed. Most remained the same as last year.
Cllr. Wilson mentioned the Parish Council website and it was agreed that the layout of the website and governance will be looked at next year. Cllr. Keller will continue to write articles for Heddon Gossip. Cllr. Wilson will support the clerk with financial reporting, audit and internal controls and governance. It was agreed to discuss subcommittees at the June meeting. It was further agreed to have a councillor involved in any future contracts. |
| 7. | MINUTES OF THE PREVIOUS MEETING: RESOLVED: The minutes of April 10 th were approved and signed by the Chair. |
| 8. | FINANCIAL MATTERS <ul style="list-style-type: none">a) To approve payment of invoices presented at the meeting – RESOLVED. The following invoices, presented for approval, were approved:
Window cleaning £33
Library cleaning £77.49
Memorial plaques £50
Batson's Grounds Maintenance £414
NALC Annual Subscription £336.50b) To discuss Quarter 4 Budget Monitoring. Overspends were identified in terms of Staffing costs due to a recent pay award. It was agreed to increase the budget for this category. It was further agreed to allow for a 10% increase in insurance costs (following advice from the SLCC). The overspend in Staff Training was due to the new clerk attending job related training. The same level of expenditure is unlikely to occur in 2024 – 2025. The other significant overspend was in Gas and Electricity due to rising energy costs. The clerk and Asset Officer will continue to monitor this expenditure.c) To discuss any matters relating to Audit. The clerk informed councillors that the year end internal audit is currently underway. The clerk is preparing the paperwork for the external audit. |

- d) To approve the annual risk assessment – councillors wanted to discuss the Finance section of the risk assessment in more detail, so this item was moved to the June meeting.

Item not on the agenda: In view of the correspondence received from allotment holders and the comments from allotment holders who attended the April Parish Council meeting with regard to the rent increases; it was agreed to offer an alternative proposal to allotment holders which would spread the repayment of the water tank over a longer period, thus reducing the allotment costs. The clerk will contact the allotment holders with the details on her next working day.

9. PLANNING: moved to the June meeting

- 10. NEXT MEETING: RESOLVED:** That the date of the next meeting shall be Wednesday 12th June 2024 at 7pm.

CONCLUSION OF MEETING: The meeting closed at 7.24pm.

Income and Expenditure from 11th April to 7th May:

Account 1 (Precept) Expenditure:

April / May newsletter (extra content)	£120	11 April
Selman Park rates	£230.54	11 April
Mid-term audit	£300	11 April
Grounds Maintenance	£414	11 April
Office renovation balance	£1574.30	11 April
Payroll	£1197.94	15 April
Payroll Admin charge	£15	15 April
Asset Officer Training course	£10	16 April
Clerk reimbursement for purchase of flowers	£26	16 April
Clerk reimbursement for purchase of printer paper	£4.15	16 April
Reimbursement to an allotment holder who paid twice	£60	23 April

Account 1 (Precept) Income:

Allotment rent £585 from 11 April up to 7 May

Account 2 (Library) Expenditure:

Window cleaning	£33	11 April
Library cleaning	£60.50	11 April
Fire Alarm	£18.43	25 April
Burglar Alarm	£60.22	25 April
Gas library	£244.82	29 April
CCTV	£43.20	30 April
Electricity library	£131.42	2 May

Account 2 (Library) Income:

Rental income: £ 2,100

Invoices for Approval at the meeting: See Financial Matters 8a

APPENDIX

MAINTAINING OUR VILLAGE FOR ALL:

ACTIONS:

IMPROVING OUR VILLAGE FOR ALL:

ACTIONS:

FINANCE AND ASSETS:

ACTIONS:

- LB contact allotment holders with new proposed rental price
- LB arrange any reimbursements needed
- LB to make amendments to draft budget

OTHER:

ACTIONS: