

PRESTON PARISH COUNCIL
Minutes of the Proceedings of a Meeting of

Preston Parish Council

held at the Preston Community Hall, Main Street, Preston

19 June 2023

Present: Councillor S Gallant in the Chair
Councillors: J Dennis, S McMaster, S Steel, S Whyte
Clerk: Kim Gray, Parish Clerk (interim)

010623 To elect Chairman

Resolved: that the Council unanimously elected Ward Cllr S Gallant to Chairman this meeting

020623. Apologies for Absence
All Members were present.

030623. To receive the Chairman's declaration of acceptance of office.
Ward Councillor S Gallant was elected Chairman for this meeting only.

040623. Declaration of Interests
4.1 It was agreed that any declaration of interest be dealt with at the time the relevant item was discussed.
4.2 There were no dispensations to be noted. None.

050623. Public Participation
A member of the public asked for a report of the May meeting. The Chairman gave a brief summary of the Events of the Annual Parish Meeting and the circumstances that led to Ward Councillors being asked to attend as locum Parish Councillors.

060623. Confirming/Receiving the Minutes
The Minutes of the meeting of the Preston Parish Council held on 17 April 2023 could not be confirmed as no Members at this meeting were present at the meeting on 17 April 2023.

Resolved: that the Minutes were received and remind unconfirmed.

070623. Clerk's Report and Correspondence
The Clerk's report as previously circulated, nothing further to report.

080623. To approve payment schedule for May and June 2023
The Schedule previously circulated to Members, will form part of the Minutes. The Chairman enquired how payments for May were made and how the June payments would be made. The Clerk confirmed that two ex-Councillors who were signatories on the bank mandate made the payments in May and would

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also be asked to make the June payments. Although they were no longer Councillors, they were on the bank mandate and recognised by the bank as authorised to make the payments.

Resolved: that the schedule of payments for May and June 2023, signed by two Councillors, in the sum of £10,165.72 and £6,522.78 respectively was approved.

090623.

To receive an update on the financial position of the Council at 31 May 2023

The Chairman referred to the documents attached to these Minutes which had been circulated to all Councillors; the documents indicated the financial position of the Council as at 31 May 2023. The Chairman noted the bank balance is not huge and that if the monthly payments remain at around £6,000 per month it would be possible that a top up of funds would be needed. The Chairman asked the Clerk to prepare a projected cashflow for the next 6 months.

Resolved: that the schedules showing receipts/payments made during May and June were approved.

Resolved: that the Clerk would prepare a projected cashflow for the next 6 months

100623

To receive external audit report for 2021/22

The Chairman read a summary of the findings of the external auditor to the meeting.

Resolved: that the Council received the concluding report from the external auditor

110623

To approve and sign the Annual Governance Statement 2022/23 (Section 1 of the Annual Return)

All Members were reticent about agreeing to sign the Governance Statement but were aware that the Statement needed to be signed. Members acknowledged that the Statement was factually correct to best of their knowledge and agreed that the Statement would be approved and signed.

Resolved: that the Council would agree to sign the Annual Governance Statement 2022/23. The Chairman and the Clerk signed the Governance Statement.

120623

To approve and sign the Accounting Statement 2022/23 (Summary income & Expenditure Schedule) and Section 2 of the Annual Return

The Chairman noted that reserves were at a very low level at the beginning of the year and acknowledge that the Council continued to receive unexpected unpaid invoices. Members agreed to sign the Accounting Statement 2022/23.

Resolved: that the Council would agree to sign the Accounting Statement 2022/23. The Chairman signed the Accounting Statement.

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- 130623 To approve moving forward with Co-options
The Clerk confirmed that Electoral Services had today confirmed that a poll was claimed for the empty seats left by the departing six Councillors. ERYC Electoral Services will provide more information in the coming days. The cost and timing of the election were discussed, and this will be confirmed at a later date. The Clerk would be clarification from ERYC Electoral Services regarding the remaining 7 seats.
- Resolved:** that confirmation of a by-election was noted.
- 140623 To consider the position of Clerk/RFO from August
The Clerk explained the agreed six months contract would be at be fulfilled at the end of July. The position was as interim Clerk and whilst supportive of the Council it would be necessary to move forward and find a permanent Clerk. The Clerk would be willing to remain in post from 1 Aug to the end of October; during that time a process to recruit a new Clerk, as soon as possible, would be initiated.
- Resolved:** that the Clerk would remain in post as interim Clerk until the end of October.
- Resolved:** that the Clerk would initiate a process to recruit a permanent Clerk
- 150623 To consider delegating decision making to the Parish Clerk in accordance with Section 101 of the Local Government Act 1972
Ward Councillors confirmed they would be happy to continue to step in at meetings until sufficient Members were elected or co-opted to be quorate at meetings.
- Resolved:** that the Ward Councillors would continue to seat as Parish Councillor Members until the matter was resolved.
- 160623 To approve a way forward for access to the bank account and bank mandate arrangements.
Members considered the options regarding banking arrangements and agree that the Clerk and Preston's three Ward Councillors would be named as signatories on the account and that two signatories would be required to authorise payments.
- Resolved:** that the Clerk would arrange for changes to the bank mandate and that Cllrs Dennis, Gallant, Steel, plus the Interim Clerk would be named on the mandate and that two signatories would be necessary to authorise payments.
- 170623 To approve the cost of repairs to tractor
Members confirmed retrospectively that the repairs to the tractor were essential and approved the repair costs of £1,552.99 + VAT.

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Resolved: that the Council would approve the cost of repairs to the tractor.

180623

To consider ERNLLCA membership

Members agreed it was essential to continue with the ERNLLCA membership.

Resolved: that the Council would continue within ERNLLCA membership.

190623

To agree to terminate lease on land adjacent to 6 Pinfold Court

The Chairman sought confirmation of the location, size, and status of the piece of land in question. Members agree to terminate the lease as the land provided no service to the parish.

Resolved: that the Council would agree to terminate the lease with ERYC pertaining to the land on Staithes Road.

200623

Members' points of information and items for the next agenda

Members agree to hold the next meeting Monday 10 July 2023

Chairman _____

PAYMENT SCHEDULE MAY 2023

DESCRIPTION	NET	VAT	GROSS
Pension - May	24.15	0	24.15
Salary - May	1505.14	0	1505.14
PAYE/NI	383.46	0	383.46
Phone	30	6	36
Internet	57.74	11.54	69.28
Hall Hire	20	0	20
Reimburse - Petty Cash Float	100	0	100
Internal Audit Services	975	0	975
PPC Insurance	953.82	0	953.82
Newsletter	700	0	700
Purchase back Plot	3550	0	3550
Cemetery waste collection	244.14	0	244.14
Salt Bin Maintenance 2021/22 - unpaid	172	34.4	206.4
Street lighting - 2022/23 Playing Field	542.58	27.13	569.71
Street lighting - 2022/23 Eldon Drive	312.97	15.65	328.62
Coronation	500	0	500
	£ 10,071.00	£ 94.72	£ 10,165.72

PAYMENT SCHEDULE JUNE 2023

DESCRIPTION	NET	VAT	GROSS
Pension - June	£ 54.78	£ -	£ 54.78
Salary - June	£ 1,979.51	£ -	£ 1,979.51
PAYE/NI	£ 615.09	£ -	£ 619.09
ayroll services	£ 36.00	£ 7.20	£ 43.20
Internet	£ 40.50	£ 8.10	£ 48.60
Phone	£ 57.89	£ 11.57	£ 69.46
Subscription	£ 938.48	£ -	£ 938.48
Unpaid inv from Dec 22	£ 69.87	£ 13.97	£ 83.84
Toner	£ 53.86	£ 10.77	£ 64.63
Internal Audit Fees	£ 400.00	£ -	£ 400.00
Electricity - Sept 22 to May 23	£ 257.60	£ -	£ 257.60
Repair to cutter deck	£ 1,552.99	£ 310.60	£ 1,863.59
Clock Castodian - 22/23(unpaid) & 23/24	£ 100.00	£ -	£ 100.00
	£ 6,156.57	£ 362.21	£ 6,522.78