

# Stoke-Sub-Hamdon Parish Council

No.7 North Street Workshops, North Street, Stoke sub Hamdon TA14 6QR

Clerk. Mr Neil Bloomfield, Tel: **07545 951 917**  
email [clerk@stoke-sub-hamdon-pc.gov.uk](mailto:clerk@stoke-sub-hamdon-pc.gov.uk)

**To: All Members of Stoke sub Hamdon Parish Council**

Cllr Phillips (Chairman) Cllr Middleton, Cllr Hulett, Cllr Holder, Cllr Nelms, Cllr M Foley, Cllr Gould,  
Cllr Dullaghan, Cllr Lewis

Dear Councillor,

You are summoned to a meeting of Stoke sub Hamdon Parish Council at

**6pm on Wednesday 31<sup>st</sup> January 2024**

at the Parish Council Offices, No.7, North Street Workshops, to transact the business set out below.

*Neil Bloomfield*  
Parish Clerk

Published 26th January 202

Councillors are reminded that as holders of public Office they are expected to comply with the Nolan Principles, and the Councils Code of Conduct as well as showing respects for others in accordance with the law.

As per Councils Standing Order 3(e) there will be an opportunity for members of the public to comment on Agenda items (at the discretion of the chairman of the meeting). As per Standing order 3(f) the public question comment time is limited to 5 minutes each, and the session should not exceed 30 minutes (unless directed by the chairman of the meeting)

If a person behaves in an offensive or improper manner which disrupts the meeting and refuses to moderate their behaviour they will, by motion, be excluded from the remainder of the meeting. S.O. 2(a-c)

## AGENDA

**24/024 Recording of meetings**

The council record all meetings and attention is drawn to the Councils policy on recording meetings.

**24/025 Apologies for Absence.**

To receive any apologies for absence

**24/026 Declarations of Interest**

To receive any declarations of interest

**24/027**

**Approval of Minutes.**

Council to consider acceptance of the minutes of Full Council 10<sup>th</sup> January 2024. .

**24/028**

**Public Session**

This is an opportunity to raise points relevant to this council's function and should relate to the agenda. Although 5mins can be granted per speaker the chair can reduce the time due to the time constraints on the agenda. Only one person should speak at any time and speakers are selected by the chairman. This is not a question-and-answer session or intended to debate things not on the agenda. Any attempt to disrupt the meeting or behave in an unacceptable way will not be tolerated on Council premises. Failing to treat others with respect will be dealt with appropriately.

**24/029**

**Human Resources (HR) Committee Vacancy**

Council is required to fill a vacancy on the Human Resources Committee to allow it to meet. Under the current Terms of reference HR members are to be drawn from the Finance & Resources Committee.

Current Committee:

Cllr Phillips (Chair of council)

Cllr Hulett (F&R)

**Vacant**

**24/030**

**Council Office (Unit 7)**

Council asked to note a number of items were required to make Unit 7 a viable space for council to meet. This will be a public space which will require certain additional items to make it useable and accessible. Enquiries being made with police to see if they'd be interested in holding a public surgery at the office. A large monitor was used at the last meeting which would not only allow all reports to be displayed it would reduce waste and print costs. 2 monitors will be required. The search for fit for purpose tables would continue.

Council asked to delegate the remainder of the office equipment budget for the remainder of 23/24 to the RFO in consultation with the chair of council and Chair of F&R committee. Council asked to note there would be likely spends at short notice to get best value for council and to bring the building into public use soonest.

Spend so far:

Laser Printer £400 approved (actual £169,99)

Broadband Hub £100 approved (actual £69.99)

Fire Safe £250 Approved

Document shredder £30-Essential

External lighting £30-Health & Safety

**24/031.**

**Fees & Charges**

The council offices have significant space with two large rooms and a smaller first floor office, kitchen and toilet facilities. These facilities will not be in constant use and council should consider utilising the space to generate income.

**24/032 Devolved Services**

Council asked to consider what level of financial commitment is deemed acceptable for devolved services. The precept will be set at this meeting and that becomes fixed for the financial year. Once the precept is set only virement from reserves is available for unbudgeted items in 24/25 to. It is not acceptable to precept for no reason however, it is difficult to predict what may come. A provisional £10,000 Essential Service Contingency Reserve has been included in the draft budget. This is to be a one-year time limited reserve which would only continue with specific full council approval. This line should not be considered for use elsewhere and virement would require a resolution of the full council.

**24/033 Banking Mandate**

Verbal update by clerk on mandate after item 24/013 deferred from last council.

**24/034 Debit Card**

Council asked to consider authorising the use of the Current Account Debit Card to make regular standing payments where no Direct Debit or standing order facility is available. Transactions would be pre-approved in same way DD currently is and renewed by council at least yearly.

**24/035 Balances and Schedule of payments.****Account balances as at 23<sup>rd</sup> Jan**

**Lloyds Business Account xxx860 £53,975.55**

**Lloyds BB inst xxx260 £44,285.37 ie + £45.69 interest**

**Melton B Soc £33,428.96**

**Cambridge B Soc £23,026.17**

**Payments**

**Stable Print Standing Order £ 210.00**

**Pending Payments loaded await approval**

**Scribe Software \*24/036 £1,139.00**

**Cloudy It x 2 £ 208.52**

**HMRC £ 522.53**

**Mrs Foley £ 257.98**

**Mrs Foley £ 50.90**

**Mr N Bloomfield £ 60.00**

**Somerset Council £ 3,844.70**

**24/036 Scribe Accounting Software**

Council asked to note the acquisition of Scribe Accounting Software as resolved by full council 10<sup>th</sup> October 2023. All members will be given full viewing access once the data inputting for 23/24 is complete.

**24/037 Draft Budget & Precept Setting 2024/2025**

To consider the draft budget from the Finance & Resources Committee.

**24/038 Motion to Exclude the Press & Public**

Owing to the nature of the following items the press and public are to be excluded as public discussion of these items would be prejudicial to the public interest by reason of the confidential/sensitive nature of the business to be transacted.

Sec.1 The Public Bodies (Admission to meetings) Act 1960.

**24/039 Major Spending Review**

The uncertainty surrounding future service provision requires council to consider its current spending including grant allocations for this and the coming years. It is recommended a medium to long term view is taken focusing on value for money, community need for services and savings to increase available funding. Consider changes to the EMR balances ensuring they are fit for purpose.

Members will receive a confidential paper in advance of the meeting.

**24/040 Correspondence**

To receive a confidential report from the clerk, in relation to communications. Council have a duty of care and need to consider how it wishes to proceed

**24/041 Staffing Matter**

To consider a confidential staffing matter

**To note date of next meeting TBA**