

Dalton Parish Council

Minutes of the Dalton Parish Council meeting acting as Sole Trustee to Sunnyside Community Centre “The Charity”. 20th July 2023

Members: K Oxley, M Gleadhall, D Pickering, S Pickering, C Malia, R Gleadhall, P Botham, I C Barron, J Workman, J Carrington and M Bray

In Attendance: J Holsey (Clerk) and R Chico (Clerk)

118 To receive apologies for absence given in advance of the meeting

No apologies were given

119 To consider approval of reasons given for absence

N/A

120 To receive any declarations of interest on items to be discussed on the agenda

None

121 To approve the minutes of the Charity Meeting held on 20th April 2023

Resolved: That the minutes were approved

122 To resolve if members of the press and public are to be excluded from any agenda items of the meeting due to the nature of the business to be transacted. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2))

None

123 To receive a verbal update from the Clerk regarding matters from previous meetings

123.1 To note information received from Steve Parkinson Accountants and VAT specialists (via YLCA) with respect to previous decision regarding fully accommodating all costs in the Charity Accounts to recognise the grant funding the parish council is affording to the charity and particularly with particular reference to “notional grants”

and also the advice regarding:-

123.2 Salaries and PAYE/Pension to be apportioned to the Charity for the work the Parish Council undertakes for the charity, to be paid via a grant from the Parish Council

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A synopsis of the advice from YLCA was shared with the trustees and it was agreed to follow the advice. In summary, the charity accounts will remain as receipts and payments accounts which concurs with the advice received from YLCA and the charity auditor. The parish council will continue to pay for some items for the charity as in previous years and will not seek reimbursement from the charity. All payments made by the parish council are to be itemised in the notes of the charity accounts. Employees are employed by Dalton Parish Council and employee costs are to be continued to be met by Dalton Parish Council – no costs for salaries are to be recharged to the charity they are to be shown in the notes of the charity.

124 To note any issues from members of the public in attendance

None

125 Consider and agree annual fire risk assessment of Sunnyside Community Centre

Two quotations had been received in line with financial regulations

Resolved:- That the quote for £300.00 plus vat is accepted

126 To consider legionella risk assessment and take further action if necessary

The risk assessment was issued as an appendices with the agenda papers. The clerk advised the recommended work had already been carried out to meet health and safety requirements with the work being reported to the Chairperson. All staff to undertake Legionella training 18th September 2023.

Resolved:- that monthly water temperature testing is carried out and all results are logged and signed for in line with legionella requirements. The thermometer is to be recalibrated annually to ensure accuracy. Approval of spend given for all works in association with the Legionella Risk Assessment, reported to the Chairperson in line with financial regulation 4.5 due to the urgency of the work. Legionella course date noted.

127 To consider financial matters including: -

127.1 The authorisation of payment of accounts from 20th April 2023 to 19th July 2023

To note the payment date was extended to 26th July 2023

Resolved: that the payments below were authorised: -

CHQ/DD/BACS	Transaction Detail	Date Paid	Amount	Payee Name
DD	Gas 2/3-31/3	27/04/2023	£350.35	British Gas
BACS	Lease - Copy	26/04/2023	£12.00	Ciswo
BACS	Refund - Paid Twice	26/04/2023	£30.00	P Davis
DD	Water	11/05/2023	£132.84	Scottish Water
DD	Gas	24/05/2023	£739.94	British

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DD	Gas	24/05/2023	£134.41	Gas British Gas
BACS	Deposit Refund	26/05/2023	£50.00	E Tandy
BACS	Expenses	26/05/2023	£28.00	R Chico
BACS	Deposit Refund	26/05/2023	£50.00	E Thompson
BACS	Cleaning Materials	26/05/2023	£102.46	Ace Janitorial
BACS	Relief Caretaker	26/05/2023	£25.00	S Crofts
DD	Bank Charges	14/05/2023	£5.00	HSBC
DD	Electric 7/5-31/5	21/06/2023	£661.80	British Gas
DD	Gas 2/5-1/6	23/06/2023	£99.19	British Gas
BACS	Fire Ex Service	26/06/2023	£278.81	Chubb
BACS	Deposit Refund	26/06/2023	£50.00	C Featherstone
BACS	New Socket in Kitchen	26/06/2023	£101.00	MD Staniforth
BACS	Caretaking/Cleaning	26/06/2023	£95.00	S Crofts
BACS	Expenses	26/06/2023	£195.42	J Holsey
BACS	Intruder Alarm Service	26/06/2023	£68.00	BAW Properties LTD
BACS	Expenses	26/06/2023	£19.20	K Lamb
DD	Charges	30/06/2023	£18.00	Unity Trust Bank
DD	Charges	14/06/2023	£5.00	HSBC
BACS	Caretaking/Cleaning	26/07/2023	£45.00	S Crofts
BACS	Caretaking/Cleaning	26/07/2023	£15.00	S Crofts
BACS	Deposit Refund	26/07/2023	£50.00	D Astle
BACS	Install 32 amp supply	26/07/2023	£395.00	MD Staniforth
BACS	Annual Premises License	26/07/2023	£180.00	RMBC
BACS	Cleaning Materials	26/07/2023	£124.44	Ace Janitorial

127.2 Bank Reconciliation for 31st March 2023, 30th April 2023, 31st May 2023 to be checked against the bank statements at the meeting (information distributed at the meeting)

Resolved: - That the Bank reconciliations were received, and the bank statements checked and signed.

127.3 Confirmation of payment schedules for 1st March 2023 – 31st May 2023

Resolved: - That the payment schedules were received

127.4 Confirmation of receipt schedules from 1st March 2023 – 31st May 2023

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Resolved: - That the receipt schedules were received

127.5 To review any outstanding invoices and the further action where necessary – information provided at the meeting

No invoices were overdue at the time of the meeting.

127.6 To consider the budget for the year 2023-2024

Trustees received the budget as an appendices with the agenda papers. Annual income is estimated at £23,000.00 with outgoings of £28,560.00, with the shortfall being funded by a grant from Dalton Parish Council

Cllr Carrington joined the meeting followed by Cllr Barron

127.7 To consider storage uses and costs at the centre and take further action where necessary

Item deferred

128 To notify the Parish Clerk for any matters for inclusion on a future agenda

Members advised to contact the clerk with any items for a future agenda

129 To note the date of the next Charity Meeting: -

19th October 2023 at 6.00pm, prior to the ordinary meeting – Please note the charity meeting date was amended at the parish council meeting 21st September to 12th October (to concur with the next parish council meeting).

The meeting was closed at 6.45pm

Chairperson *K Oxley* Date 12th October 2023