

# Dalton Parish Council

## **Minutes of the Dalton Parish Council meeting acting as Sole Trustee to Sunnyside Community Centre “The Charity”. 19<sup>th</sup> January 2023**

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

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

**98 To receive apologies for absence given in advance of the meeting**

Cllr J Carrington was not in attendance

**99 To consider approval of reasons given for absence**

**N/A**

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

None

**101 To approve the minutes of the Charity Meeting held on 20<sup>th</sup> October 2022**

**Resolved: That the minutes were approved**

**102 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

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

103.1 – Clerk advised the lights at the centre have now been changed to LED's

103.2 Bar works have been scheduled for May 2023 anticipated time for completion 2 weeks

**104 To note any issues from members of the public in attendance**

None

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## 105 To consider financial matters including: -

### 105.1 The authorisation of payment of accounts from 27<sup>th</sup> October 2022- 26<sup>th</sup> January 2023

Members commented on the high electric bills for the centre

#### **Resolved: that the payments below were authorised: -**

| Cheque |                                |            |           |                                 |
|--------|--------------------------------|------------|-----------|---------------------------------|
| Ref    | Transaction Detail             | Date Paid  | Amount    | Payee Name                      |
| DD     | Bank Charges                   | 14/11/2022 | £5.00     | HSBC                            |
| DD     | Bank Charges                   | 15/12/2022 | £5.00     | HSBC                            |
| DD     | Bank Charges                   | 14/01/2023 | £5.00     | HSBC                            |
| DD     | Water 25/7-24/10               | 08/11/2022 | £155.72   | Scottish Water                  |
| BACS   | Cleaning Products              | 28/11/2022 | £168.37   | Ace Janitorial                  |
| BACS   | LED Lights                     | 28/11/2022 | £2,352.00 | MD Staniforth<br>Hicks Facility |
| BACS   | 3 Tamper Proof Stats           | 28/11/2022 | £246.00   | Services                        |
| BACS   | K Russell Dep Ref              | 28/11/2022 | £50.00    | K Russell                       |
| BACS   | Wasp Treatment                 | 28/11/2022 | £60.00    | Green Pastures                  |
| BACS   | Expenses - New Chairs          | 23/12/2022 | £383.88   | J Holsey                        |
| BACS   | J Wheeler HH Dep Refund 10/12  | 23/12/2022 | £50.00    | J Wheeler                       |
| BACS   | L Tule Hh Dep Ref 18/12        | 23/12/2022 | £50.00    | Laura Tuke                      |
| BACS   | N Akram Hh Dep Ref 16/12       | 23/12/2022 | £50.00    | N Akram                         |
| BACS   | L Lynam HH Dep Ref 4/12        | 23/12/2022 | £50.00    | L Lynam                         |
| BACS   | Cleaning Supplies              | 23/12/2022 | £95.57    | Ace Janitorial                  |
| BACS   | Torch/Screwdriver Set/ Toolbox | 23/12/2022 | £80.13    | J Holsey                        |
| DD     | Bank Charges                   | 31/12/2022 | £18.00    | Unity Trust Bank                |
| DD     | Gas Bill 2/1-1/12              | 03/01/2023 | £350.53   | British Gas                     |
| DD     | Electricity Bill 29/9-28/10    | 05/01/2023 | £361.09   | British Gas                     |
| DD     | Electricity 29/11-23/12        | 17/01/2023 | £812.01   | British Gas                     |
| BACS   | J Wheeler HH Dep Refund 10/12  | 26/01/2023 | £50.00    | J Wheeler                       |
| BACS   | Emergency Call Out INV 2174    | 26/01/2023 | £154.00   | MD Staniforth                   |
| BACS   | J WILD DEP REFUND              | 26/01/2023 | £50.00    | J WILD                          |
| DD     | Gas Bill 2/12/22-1/1/23        | 26/01/2023 | £230.27   | British Gas                     |
| BACS   | S Venables Dep Ref HH 14/1     | 26/01/2023 | £50.00    | S Venables                      |
| BACS   | C CROFTS HH F+DEP REFUND       |            |           |                                 |
| BACS   | 21/1                           | 26/01/2023 | £50.00    | C CROFTS                        |
| BACS   | VAR - 2022 Annual Accounts     | 26/01/2023 | £315.00   | VAR                             |

### 105.2 Bank Reconciliation for 31<sup>st</sup> August 2022, 30<sup>th</sup> September 2022, 31<sup>st</sup> October 2022, and 30<sup>th</sup> November 2022

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

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## **105.3 Confirmation of payment schedules for 31<sup>st</sup> August – 30<sup>th</sup> November 2022**

**Resolved:** - That the payment schedules were received

## **105.4 Confirmation of receipt schedules from 31<sup>st</sup> August – 30<sup>th</sup> November 2022**

**Resolved:** - That the receipt schedules were received

**Cllr Barron arrived at 6.11pm**

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

All outstanding invoices had been settled at the date of the meeting

## **105.6 To approve the audited accounts for Sunnyside Community Centre, year-end 31<sup>st</sup> July 2022**

**Resolved:-** that the accounts are approved

### **105.6.1 Sign the Trustee Annual Report and Accounts**

**Resolved:-** that the trustee report and accounts are signed

### **105.6.2 Complete the checklist**

**Resolved:-** that the checklist is completed and returned to the accountant with the signed accounts

## **105.7 To consider and agree additional signatories on Unity Trust Bank account who are willing to approve online banking transactions, noting if an authoriser has not logged on to the system within a 12 month period they will no longer be able to access online banking**

**Resolved:-** that Cllr Malia would login to Unity Trust to ensure he was able to continue to approve payments if required. R Chico also advised the same.

## **105.8 To appoint 2 councillors who are not signatories to undertake a review of internal controls**

**Resolved:-** that Cllr D Pickering and K Oxley are appointed to undertake the review of internal controls

## **105.9 To note emergency spend at the centre due to no electrical supply in the centre as per financial regulation 4.5**

**Noted**

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**106 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

**107 To note the date of the next Charity Meeting: -**

**20<sup>th</sup> April 2023 at 6.00pm, prior to the ordinary meeting.**

**The meeting was closed at 6.25pm**

Chairperson

*M Gleadhall*

Date 20<sup>th</sup> April 2023