

# Notice of a Mudford Parish Council Meeting

Dear Councillors,

You are hereby summoned to attend the following meeting:

Meeting of...	<b>Mudford Parish Council</b>
Time...	<b>19:00hrs</b>
Date...	<b>Thursday 25<sup>th</sup> July 2024</b>
Venue...	<b>Mudford Village Hall</b>

*Petra Galloway*

**Petra Galloway – Mudford Parish Clerk**  
**19th July 2024**

## Equality Act 2010

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, and any disability), Gender Equality, Crime & Disorder, Biodiversity, Health & Safety and Human Rights.*

## Recording of Council Meetings

*The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).*

*Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e., clearly visible to anyone at the meeting), but non-disruptive. This permission does not extend to private meetings or parts of meetings which are not open to the public.*

*Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.*

# MUDFORD PARISH COUNCIL

Clerk: Petra Galloway

Tel: 07552 509707 E-mail: [clerk@mudfordpc.co.uk](mailto:clerk@mudfordpc.co.uk)

Members of the Public and Press are invited to attend all Council Meetings  
(Public Bodies (Admission to Meetings) Act 1960)

## **PUBLIC COMMENTS (15 minutes)**

*This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes will not be produced. Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.*

## **OUTSIDE REPORTS FROM REPRESENTATIVES**

- Somerset Councillors (3 minutes)
- Outside bodies/groups (3 minutes)

## **Mudford Parish Council will be discussing all the items listed below:**

*The agenda specifies the business that it is proposed to transact (Local Government Act 1972 Sch.12 para 10 (2)(b)) and the Council cannot lawfully decide any matter which is not specified in the agenda (Longfield Parish Council v Wright (1918) 88 LJ Ch 119).*

## **AGENDA**

**24/26 To receive apologies for absence and approve the reasons** (LGA 1972 s85(1)).

**24/27 Declarations of interests.** Council members to declare any interests, including any Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33 (b-e). (NB this does not preclude any later declarations).

**24/28 To approve and sign as a correct record the minutes of the previous meeting**  
(LGA 1972 sch 12, para 41(1)).

### **24/29 Matters to report from a previous meeting.**

- a. New noticeboard delivery and installation (Cllr Brown)
- b. All Cllrs to attend Code of Conduct Training. (All Cllrs)

**24/30 Planning decisions report.**

**24/31 Planning applications.**

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**24/32 Finance – To APPROVE** the Cashbook/Bank Reconciliation to 30th June 2024 and Review budget for FY Q1.

MUDFORD PARISH COUNCIL 2024-25						
Receipts and Payments Summary for the year ending 31st March 2025						
	Last Year	This Year	Budget	Remaining	Remaining %	Variance
	2023-24	2024-25	2024-25	2024-25	2024-25	between yrs
<b>RECEIPTS</b>						
Precept	£ 46,705.00	£ 58,100.00				£ 11,395.00
Deposit Interest	£ 1,396.98	£ 597.19				-£ 799.79
Cemetery Fees	£ 7,710.00	£ 550.00				-£ 7,160.00
Grants	£ -	£ -				£ -
Grants - Other	£ 900.00	£ -				-£ 900.00
VAT repayment	£ 4,481.18	£ -				-£ 4,481.18
<b>TOTAL RECEIPTS</b>	<b>£ 61,193.16</b>	<b>£ 59,247.19</b>				<b>-£ 1,945.97</b>
<b>PAYMENTS</b>						
Salaries	£ 10,370.64	£ 2,467.12	£ 11,500.00	£ 9,032.88	79%	-£ 7,903.52
Administration	£ 1,557.33	£ 103.00	£ 6,200.00	£ 6,097.00	98%	-£ 1,454.33
Rec Gnd Maint	£ 4,689.46	£ 1,012.35	£ 4,000.00	£ 2,987.65	75%	-£ 3,677.11
Cemetery	£ 1,405.40	£ 326.18	£ 2,000.00	£ 1,673.82	84%	-£ 1,079.22
Parish Maint/Drains/Flood	£ -	£ -	£ 6,000.00	£ 6,000.00	100%	£ -
Subscriptions	£ 285.93	£ -	£ 250.00	£ 250.00	100%	-£ 285.93
Insurances	£ 831.83	£ 921.28	£ 1,500.00	£ 578.72	39%	£ 89.45
Training	£ 65.00	£ -	£ 300.00	£ 300.00	100%	-£ 65.00
Audit Charges	£ 444.50	£ 242.63	£ 500.00	£ 257.37	51%	-£ 201.87
Grants-S137	£ 5,586.89	£ 2,500.00	£ -	-£ 2,500.00	#DIV/0!	-£ 3,086.89
Ranger	£ -	£ 652.09	£ 5,000.00	£ 4,347.91	87%	£ 652.09
Defibrillator	£ -	£ -	£ 200.00	£ 200.00	100%	£ -
Play Area	£ 472.82	£ -	£ 1,000.00	£ 1,000.00	100%	-£ 472.82
Parish Projects	£ 16,811.53	£ 1,675.78	£ 5,000.00	£ 3,324.22	66%	-£ 15,135.75
Legal Challenge- Primrose Ln	£ 3,000.00	£ 3,030.00	£ 10,000.00	£ 6,970.00	70%	£ 30.00
VAT incurred	£ 4,734.26	£ 1,118.05				-£ 3,616.21
Budget additions (To reserves)		£ -	£ 4,650.00	£ 4,650.00		
<b>TOTAL PAYMENTS</b>	<b>£ 50,255.59</b>	<b>£ 14,048.48</b>	<b>£ 58,100.00</b>	<b>£ 45,169.57</b>		
Exc of Recpt over Paymts	£ 10,937.57	£ 45,198.71				
plus balances b/fwd	£ 89,130.44	£ 100,068.01				
Balances c/fwd	£ 100,068.01	£ 145,266.72				
<b>Reconciliation with bank accounts as at 30th JUNE 24</b>						
Unity Trust Current Account	£ 57,567.11					
Unity Trust Savings Account	£ 87,699.61					
Less Outstanding payments	£ -					
Add Outstanding lodgements	£ -					
Total balances at bank	£ 145,266.72					

**24/33 Finance – To NOTE** the receipts between 01.05.2024 and 15.07.2024.

Date	Particulars	Precept	Interest	Cemetery
29.05.2024	Cheque paid in: HAROLD F MILES			£ 150.00
30.06.2024	CREDIT INTEREST		£ 597.19	
15.07.2024	Cheque paid in: A J WAKELY			£ 1,400.00

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**24/34 Finance** – To **NOTE** the payment schedule for June 2024 (there was no PC meeting in June).

Mudford Parish Council June 2024 Payment Schedule				
Invoice	Payee	Particulars	Amount	Paid
1	STAFF	SALARY (MAY 2024)	£ 224.25	20.06.2024
2	P SARGENT	CEMETERY MAINTANANCE (APRIL 2024)	£ 165.18	20.06.2024
3	KM DIKE NURSERIES	GROUND MAINTENANCE (MARCH 2024)	£ 1,214.82	20.06.2024
4	HINTON FARM Ltd	WITHY BED GATE	£ 487.92	20.06.2024
	<b>TOTAL</b>		<b>£ 2,092.17</b>	

**24/35 Finance** – To **NOTE** bank account balances to 15.07.2024.

Current Account – £42,434.76

Instant Access Account - £97,699.61

**24/36 Finance** – To **NOTE** the payment schedule for July 2024 (prior to the PC meeting) and to **NOTE** the Authorisation Slip signed by the Clerk/RFO and the Chair for **£325 + VAT** (Financial Regulations 4.1.) for an increase price of the Chapel Roof Replacement/Repair. The Chapel Roof Replacement/Repair was approved in Motion 23/57 Minutes from the 25<sup>th</sup> May 2023.

Mudford Parish Council July 2024 Payment Schedule (before PC meeting)				
Invoice	Payee	Particulars	Amount	Paid
1	STAFF	SALARY (JUNE 2024)	£ 672.75	15.07.2024
2	HODDERS ROOFING LIMITED	CEMETERY CHAPEL ROOF INV 3665	£ 5,859.60	15.07.2024
	<b>TOTAL</b>		<b>£ 6,532.35</b>	

**24/37 Finance** – To **NOTE** that the Cemetery chapel roof was paid from the ringed-fenced reserves. To **APPROVE** for the remaining amount to stay in reserves.

RESERVES (inc. ring-fenced funds)	Reserves at 31/3/2024	Additions/spend from current year	Reserves at 31/3/2025	Notes
General maintenance around parish	£ 10,304.58			
Long term chapel maintenance (period?)	£ 6,767.00	£ 4,883.00	£ 1,884.00	Hodders Roofing Chapel roof repair (without VAT)
Long term cemetery maintenance (period ?)	£ 6,513.15			
Computer/printer replacement fund (5yr)	£ 596.00			
Parish Projects (identify & period?)	£ -			Finger posts/Bus shelter/ noticeboard/bridge
Play area equipment long term replacement fund (period?)	£ 8,000.00			
Cemetery land/consecration starter fund (Ring fenced - 5yr?)	£ 12,170.00			
Up Mudford Challenge	£ 17,000.00			
Highways & speed control fund	£ 2,595.14			
Defibrillator fund	£ 1,917.51			
Election (Ring fenced)	£ 1,295.53			
Admin reserve - 12 Months running costs buffer	£ 32,909.10			
<b>Total Reserves</b>	<b>£ 100,068.01</b>	<b>£ 4,883.00</b>	<b>£ 1,884.00</b>	

**24/38 Finance** - To **NOTE** an Authorisation slip to spend **£477.00 + VAT** signed by the Clerk/RFO and the Chair (Financial Regulations 4.1.) for an engineer call out and Bluetooth device replacement for the Vehicle Activated Device.

**24/39 Finance** – To **NOTE** an Authorisation slip to spend **£195 + VAT** signed by the Clerk/RFO and the Chair (Financial Regulations 4.1.) for a one-off village tidy-up.

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**24/40 Finance** – To **APPROVE** the payment schedule for July 2024.

Mudford Parish Council July 2024 Payment Schedule (after PC meeting)			
Invoice	Payee	Particulars	Amount
1	KM DIKE NURSERIES	GROUND MAINTENANCE (JUNE 2024)	£ 1,245.23
2	STAFF	SALARY (JULY)	£ 672.75
3	STAFF	EXPENSES JUNE AND JULY 2024	£ 108.09
	<b>TOTAL</b>		<b>£ 2,026.07</b>

**24/41 Finance** – To **NOTE** an internal fund transfer between the Current and Instant Access saving account.

An internal transfer of funds of £10,000 authorised by the clerk (as per 5.5. c Financial Regulations) from PC's Current Account to Instant Access saving account was made on 12.07.2024.

**24/42 Finance** – To **APPROVE** an internal fund transfer between the Current and Instant Access saving account.

**24/43 Finance** – To **APPROVE** a set-up of STAFF's salary payment as a monthly direct debit. The contract of employment stipulates the STAFF being paid on or about 28<sup>th</sup> day of each month.

**24/44 Finance** – To **APPROVE** a quote for village maintenance.

**24/45 HR Committee** – To **RECEIVE** a report from the HR Committee meeting.

**24/46** To review and adopt the **HR Committee Terms of Reference**.

**24/47** To adopt a new **Financial Regulations**.

**24/48** To review and adopt the **Standing Orders**.

**24/49** To review and adopt the **Code of Conduct**.

**24/50** To review and adopt the **Publication Scheme**.

**24/51** To review and adopt the **Freedom of Information Policy**.

**24/52** To review and adopt the **Document Retention Policy**.

**24/53** To review and adopt the **Dignity at Work Policy**.

**24/54** To review and adopt the **Grievance Policy**.

**24/55** To adopt an **Appraisal Policy**.

**24/56** To review and adopt the **Expenses Policy**.

**24/57** To review and adopt the **Grant Funding Policy**.

**24/58** To review and adopt **Grant Funding Application Form (One-Off Grant)**.

**24/59** To review and adopt **Grant Funding Application Form (Regular Funding)**.

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**24/60 To agree Exclusive Rights to a burial plot at Mudford Cemetery.**

**24/61 To agree to add the Withy gate to the Asset Register.**

**24/62 To receive Councillor reports<sup>1</sup>.**

**24/63 To receive the Parish Clerk's report and any correspondence.**

**24/64 To receive traffic report from Vehicle Activated Devices.**

**24/65 To discuss moving the PC's web domain to .gov.uk.**

**24/66 To discuss community survey options.**

**24/67 To discuss bollard installation at Hundredstone Park.**

**24/68 To note PC meeting dates for 2024.**

**24/69 Items for the next agenda.**

**24/70 Date of next meeting** – 29th August 2024 tbc. (Cllrs to note – all agenda items to be notified to the Parish Clerk by Monday 19th August 2024).

**End of Agenda**

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<sup>1</sup> *N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).*