



**All Councillors are summoned to attend** the next meeting of Acaster Malbis Parish Council, to be held on **Monday 11 April 2022 at 19:30** in the Acaster Malbis Memorial Hall.

There will be a public session before the meeting, and this will commence at 7:30 pm. Members of the public must adhere to the rules set by the council for this session. The rules can be downloaded from the notices section of the council's website.

## AGENDA

### 1. Apologies

- 1.1. To receive apologies and approve reasons for absence.
- 1.2. To confirm the co-option of a new councillor.
- 1.3. To receive a signed Declaration of Acceptance of Office

### 2. Declarations of Interest

- 2.1. To receive declarations of interest from councillors on items on the agenda.
- 2.2. To receive written requests for dispensations for disclosable pecuniary interests (if any).
- 2.3. To grant any requests for dispensation as appropriate

### 3. Council Minutes

- 3.1. To confirm the minutes of the council meeting on **7 March 2022** as a correct record.

### 4. Planning

- 4.1. Any applications received after the was Agenda was posted.
- 4.2. To receive an update from Cllr Walker on planning decisions by COYC.

### 5. Ward Member Report – Councillor J C Galvin

To consider matters raised with/by the Ward Member.

### 6. Matters requested by councillors or clerk

- 6.1. To consider the appointment of Craig Booth as the clerk/RFO to the Council.
- 6.2. To receive the clerk's report on matters since the last meeting.
- 6.3. To discuss the enforcement notice for the site entrance wall to Mount Pleasant.
- 6.4. To discuss the arrangements for the Queen's Platinum Jubilee.
- 6.5. To discuss the recently installed garden lights at the Ship Inn.
- 6.6. To discuss the condition of the footpath along Cobblers Trod.
- 6.7. To discuss tree maintenance and potential TPOs at Mill Garth Park.
- 6.8. To consider a grant application made by AMCE for the May Festival.
- 6.9. To appoint a person to be a member of the AMMH management committee.

## 7. Correspondence

To consider the following new correspondence and decide action where necessary.

- 7.1. White Rose Update (1 Apr, 25 Mar, 18 Mar).
- 7.2. CPRE Planning surgery sessions offer for parish/town councils.
- 7.3. York Flood Alleviation Scheme March 2022 Newsletter.
- 7.4. YLCA Branch meeting notice of meetings.
- 7.5. Weekly list of planning applications from COYC.
- 7.6. NALC Briefing note of s137 grants with reference to Ukraine.

## 8. Financial matters

- 8.1. To approve payments as detailed in Appendix 1.
- 8.2. To note receipts as detailed in Appendix 2.
- 8.3. To approve a bank reconciliation reports up to **31 March 2022** in Appendix 3.
- 8.4. To note the budget situation in Appendix 4.
- 8.5. To note the internal controls undertaken prior to the meeting.

## 9. Training and Employment

To receive reports from councillors having attended training or meetings of outside bodies.

## 10. Policing and Security

- 10.1. To receive local crime reports.

## 11. Information or items for inclusion on next meeting agenda

## 12. Date of the Next Meeting

*Craig Booth*

C H Booth (Interim Clerk)

Date: **4 April 2022**

Acronyms:

AMPC Acaster Malbis Parish Council

COYC City of York Council

AMCE Acaster Malbis Community Events

AMMH Acaster Malbis Memorial Hall

## Appendix 1

### Payments to note/approve

To whom	Description	Total
Starboard Systems Ltd	Software subscription – Scribe Accounts	154.80
Advanced Computer Solutions	Website Maintenance – Table Repair	30.00
Yorkshire Local Councils	YLCA Membership	300.00
Campaign to Protect Rural England	CPRE Membership Donation	50.00
Ebuyer (UK) Ltd	IT Equipment – Label Printer	102.05
HSBC Bank	Bank Charges	8.00
C H Booth	Clerk's Telephone Allowance	18.00
C H Booth	Clerk's Office Allowance	20.00
Acaster Malbis Memorial Hall	Hall hire for meetings (2021-22)	225.00
	<b>Total</b>	<b>£907.85</b>

## Appendix 2

### Receipts to note

From whom	Description	Total
HSBC	HSBC Credit Interest	0.37
	<b>Total</b>	<b>£0.37</b>

## Appendix 3

### Bank Reconciliation

Bank	On		Total
HSBC Money Manager	31/03/2022		14,964.75
HSBC Community Account	31/03/2022		500.00
Petty Cash	31/03/2022		0.00
		<b>Total (A)</b>	<b>£15,464.75</b>

  

Cash Book	On		Total
Cash in hand	01/04/2021		9,630.80
Receipts to date	31/03/2022		8,016.30
Payments to date	31/03/2022		-2,182.35
		<b>Total (B)</b>	<b>£15,464.75</b>

As totals **A = B** there no issues to report.

## Appendix 4

### Budget vs Actual

Item	Budget	Actual	Variance
<b>Payments</b>			
Clerk's Gross Salary (Quarterly)	3,763.00	0.00	3,763.00
Clerk's Office Premises (Quarterly)	100.00	50.00	50.00
Clerk's Office Phone (Quarterly)	72.00	36.00	36.00
Clerk's Office Expenses	400.00	15.79	384.21
AMMH Hire Charges for Meetings	275.00	0.00	275.00
BHIB Insurance (fixed 2021-2024)	625.00	592.76	32.24
Internal Audit Fees	75.00	75.00	0.00
Annual Subscriptions	501.00	391.00	110.00
Training - Councillors	250.00	10.00	240.00
Training - Clerk	250.00	115.00	135.00
Website Support (ACS) - Website Hosting and	264.00	416.00	-152.00
Website Maintenance - PH Consumables etc	90.00	0.00	90.00
IT Equipment Maintenance Replacement	200.00	0.00	200.00
Grass Cutting and Verge Maintenance	0.00	0.00	0.00
Grants and Projects - General	200.00	0.00	200.00
Grants and Projects - Website Development	500.00	0.00	500.00
Defibrillator Maintenance	0.00	167.20	-167.20
Accounting Software	139.00	129.00	10.00
Ward Grant - Expenditure	0.00	0.00	0.00
Software Subscriptions - MS365	130.00	0.00	130.00
Advertising	0.00	15.00	-15.00
Bank Charges	0.00	24.00	-24.00
	<b>£7,834.00</b>	<b>£2,036.75</b>	<b>£5,797.25</b>
<b>Receipts</b>			
City of York Council Precept	4,373.00	4,553.00	180.00
HSBC Credit Interest Received	1.00	1.18	0.18
Acaster Marine Slipway Rent	3,100.00	3,250.00	150.00
Council Tax Support Grant	180.00	0.00	-180.00
	<b>£7,654.00</b>	<b>£7,804.18</b>	<b>£150.18</b>



29 March 2022

Dear Craig

**Request for grant funding for Acaster Malbis May Village Festival 2022**

I am writing on behalf of Acaster Malbis Community Events Ltd (AMCE) to request a grant.

AMCE is a not-for-profit charitable organisation, as defined by its Articles of Association.

To quote from the Articles:

- 1.1. The objects of the Charity are to improve the condition of life of those people residing in or near to the village of Acaster Malbis; to bring them together to develop happier and stronger relationships between members of the community; to improve community health and wellbeing; to reduce isolation and loneliness and to achieve positive social outcomes.
- 1.2. The Charity aims to achieve these ends by organising, promoting, financing or otherwise facilitating and assisting community recreation and leisure time projects, activities and events for the benefit of local residents, without distinction of sex, sexual orientation, race or of political, religious or other opinions.

With the above in mind, we have for some time been planning a May Village Festival for Saturday 21 May this year. This will be held in the large fields behind the Ship Inn, and is open to anyone from the village or local area who wants to attend. Catering for all ages and tastes, the event will include a fantastic line-up and variety of live music (from brass band to 80's group, steel pan to acoustic acts), bars, food stalls, craft and produce stalls, side-stalls and activities for kids, Punch & Judy, birds of prey display, historic vehicles, fun dog show and more. Starting at midday, and running through until 11.30 in the evening, visitors are welcome to drop in at any time of the day.

Acaster Malbis Community Events Ltd Registered in England and Wales Company No 12392700

Registered office: No 2, Silkwood Office Park, Fryers Way, Wakefield WF5 9TJ



A large number of people from all parts of the village have already been working together for many months: planning, organising, gathering raffle and tombola prizes, selling raffle and entry tickets, gaining the support and involvement of local businesses, meeting in the village hall to discuss progress and volunteer roles, and so on. Nearly 40 residents of the village have already committed to specific volunteer roles. In short, the act of preparing for the event is already helping to achieve our aims and objects; and of course the day itself can be enjoyed by all members of the community.

Unfortunately, especially as this is our first major event, combined with the facts that we are having to purchase capital items (such as the marquee) for the first time, plus we have to monitor sound levels using a professional consultant this time but hopefully not again, we do not anticipate being able to cover all our expenses from ticket sales, raffle, stallholder fees etc. We hope to be in a better position in future years if we repeat this event. With this in mind, we are seeking a grant of £1,000 plus VAT from Acaster Malbis Parish Council, to cover the cost of the sound monitoring insisted upon by York City Council, and to cover the hire cost of some of the specialist electrical and sound equipment required for the day.

This grant will help to make the event financially viable, and help to ensure that AMCE can continue to help the community in this way going forward.

Please let me know if you require any further information.

I hope the Councillors will be able to meet this request, and I look forward to hearing from you with the decision of the Council.

Yours sincerely

Rob Jones  
**Director**