



## Notice/Summons

### Councillors:

G Taylor (Chair), P Harlington, B Hawkins, R Jones, J Newark, J Redfearn, D Walker.

**You are hereby summoned to attend the following meeting:**

### Acaster Malbis Parish Council Meeting

**When: Monday 9 Jan 2023 at 19:30**

**Where: Acaster Malbis Memorial Hall, Acaster Malbis**

Members of the press and public are invited to attend, rules of attendance are available on the website.

*Craig Booth*

Craig Booth, Clerk

posted: **2 Jan 2023**

## Meeting Agenda

### 127 Apologies

127.1 To receive apologies and approve reasons for absence.

### 128 Declarations of Interest

128.1 To receive declarations of interest from councillors on items on the agenda.

128.2 To receive written requests for dispensations for disclosable pecuniary interests (if any).

128.3 To grant any requests for dispensation as appropriate.

### 129 Council Minutes

129.1 To confirm the minutes of the council meeting on **14 Nov 2022** as a correct record.

### 130 Public Participation

130.1 Fifteen minutes is allocated for public participation. Up to five members of the public will be given no more than three minutes each to speak.

## Planning & COYC Report

### 131 Planning Applications

131.1 Any applications received after the agenda was posted.

### 132 Planning Decisions

132.1 22/01440/FUL – Inglewood – Replacement garage with canopy to front.

132.2 To receive an update from the Planning Coordinator on planning decisions by COYC.

### 133 City of York Council Ward Member Report

133.1 To consider matters raised with/by the Ward Member Cllr J C Galvin.

## Discussion & Decision Items

### **134 Clerk's Report**

134.1 To receive the clerk's report on matters since the last meeting.

### **135 Defibrillator at the Memorial Hall**

135.1 To discuss progress on the installation of a new defibrillator at the memorial hall.

### **136 Budget 2023**

136.1 To consider the draft 2023 budget (Appendix 4 & 5).

### **137 Web Accessibility**

137.1 To approve the updated web accessibility policy document.

### **138 Coronation of King Charles III**

138.1 To discuss a community celebration of the coronation of King Charles III.

### **139 Internal Audit**

139.1 To consider the appointment of the YLCA as internal auditors for 2022/23.

## Correspondence & Finance

### **140 Correspondence**

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

140.1 White Rose Update (11, 25 Nov).

140.2 Law and Governance (Nov 22, Dec 22).

140.3 Clerk & Councils Direct (Jan 23).

140.4 York Flood Alleviation Scheme Newsletter (Dec 22).

140.5 Weekly list of planning applications from COYC.

### **141 Financial matters**

141.1 To approve/note payments as detailed in Appendix 1.

141.2 To note receipts as detailed in Appendix 2.

141.3 To approve a bank reconciliation report up to **31 December** (Appendix 3).

141.4 To note the internal controls undertaken prior to the meeting.

### **142 Training and Employment**

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

### **143 Policing and Security**

143.1 To receive local crime reports.

### **144 Information or items for inclusion on next meeting agenda**

144.1 To include any item on the agenda for the next meeting.

144.2 To exchange information not on the agenda. No discussion or decision may take place.

## **145 Date of the Next Meeting**

145.1 To confirm the date of the next meeting as 12 February 2023.

### Acronyms:

AMPC Acaster Malbis Parish Council

COYC City of York Council

AMMH Acaster Malbis Memorial Hall

YLCA Yorkshire Local Council Association

## Appendix 1

### Payments to note/approve

To whom	Description	Total
Box	Printer Tape	18.99
Advanced Computer Solutions	Website Fees	30.00
Electrotest	Defibrillator installation	270.00
HSBC Bank	Bank Charges	8.00
C.H.Booth	Clerk's Telephone Allowance	18.00
C.H.Booth	Clerk's Office Allowance	25.00
HSBC Bank	Bank Charges	8.00
	<b>Total</b>	<b>£377.99</b>

**Transfer of £377.99 from Money Manager to Current Account.**

## Appendix 2

### Receipts to note

From whom	Description	Total
HSBC	Bank Interest	9.89
Acaster Marine	Slipway Rent	3,250.00
	<b>Total</b>	<b>£3,259.89</b>

## Appendix 3

### Bank Reconciliation

Bank	On		Total
HSBC Money Manager	31/12/2022		11,853.72
HSBC Community Account	31/12/2022		500.00
Petty Cash	31/12/2022		0.00
		<b>Total (A)</b>	<b>£12,353.72</b>

  

Cash Book	On		Total
Cash in hand	01/04/2022		15,464.75
Receipts to date	31/12/2022		8,036.85
Payments to date	31/12/2022		-11,147.88
		<b>Total (B)</b>	<b>£12,353.72</b>

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

## Appendix 4

### Budget

Outgoings	Receipts					Payments					Net	
	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net
Clerk's Salary							3,800.00	418.95	320.00	738.95	3,061.05	3,061.05
Clerk's Allowances							172.00	172.00	0.00	172.00	0.00	0.00
Office Expenses							400.00	49.32	66.66	115.98	284.02	284.02
AMMH Hall Hire							290.00	225.00	0.00	225.00	65.00	65.00
BHIB Insurance (fixed 2021-2024)							593.00	593.39	0.00	593.39	-0.39	-0.39
Professional Fees							80.00	75.00	0.00	75.00	5.00	5.00
Annual Subscriptions							507.00	410.00	41.00	451.00	56.00	56.00
Training							500.00	133.60	0.00	133.60	366.40	366.40
Website & Email Hosting							280.00	319.00	144.00	463.00	-183.00	-183.00
Website Maintenance							0.00	0.00	0.00	0.00	0.00	0.00
IT Equipment							250.00	1,135.03	0.00	1,135.03	-885.03	-885.03
Verge Maintenance							0.00	0.00	0.00	0.00	0.00	0.00
Grants/Projects - Unplan							0.00	2,828.00	0.00	2,828.00	-2,828.00	-2,828.00
Grants/Projects - Plan							700.00	3,500.00	500.00	4,000.00	-3,300.00	-3,300.00
Defibrillator Maintenance							0.00	41.95	0.00	41.95	-41.95	-41.95
Software Purchase							200.00	492.97	0.00	492.97	-292.97	-292.97
Software Subscriptions							572.00	129.00	0.00	129.00	443.00	443.00
Bank Charges							0.00	80.00	16.00	96.00	-96.00	-96.00
							<b>8,344.00</b>	<b>10,603.21</b>	<b>1,087.66</b>	<b>11,690.87</b>	<b>-3,346.87</b>	<b>-3,346.87</b>

Incomings	Receipts					Payments					Net	
	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net
COYC Precept		4,553.00	4,553.00	0.00	4,553.00	0.00					0.00	0.00
Bank Interest		1.00	13.24	0.00	13.24	12.24					0.00	12.24
Slipway Rent		3,250.00	3,250.00	0.00	3,250.00	0.00					0.00	0.00
VAT Refund		0.00	0.00	0.00	0.00	0.00					0.00	0.00
Ward Grants		0.00	0.00	0.00	0.00	0.00					0.00	0.00
Miscellaneous		0.00	75.01	0.00	75.01	75.01					0.00	75.01
		<b>7,804.00</b>	<b>7,891.25</b>	<b>0.00</b>	<b>7,891.25</b>	<b>87.25</b>					<b>0.00</b>	<b>87.25</b>
<b>NET TOTAL</b>		<b>7,804.00</b>	<b>7,891.25</b>	<b>0.00</b>	<b>7,891.25</b>	<b>87.25</b>	<b>8,344.00</b>	<b>10,603.21</b>	<b>1,087.66</b>	<b>11,690.87</b>	<b>-3,346.87</b>	<b>-3,259.62</b>

## Appendix 5

### 2023-24 Draft Budget

		2022 Budget	2022 Actual	2023 Budget	Comment
<b>Employment</b>	Salary	£3,800.00	£720.00	£3,800.00	
	Premises	£100.00	£100.00	£100.00	
	Telephone	£72.00	£72.00	£72.00	
	Advertising		£0		
<b>Software</b>	Scribe	£172.00	£154.80	£172.00	
	Online Storage/DM	£400.00	£0	£0	
<b>Subscriptions</b>	Data Protection	£41.00	£40.00	£41.00	
	SLCC Membership	£100.00		£100.00	
	YLCA	£330.00	£315.00	£346.50	5% Uplift
	CPRE	£36.00	£50.00	£50.00	
<b>Expenses</b>	Office	£400.00	£21.50	£200.00	
<b>Projects</b>	Scout Litter Pick	£200.00	£0	£200.00	
	Pesticide Safety Equipment	£500.00	£0	£0	
	Verge Maintenance			£1,000.00	
	Balsam Bash			£50.00	
	Flower Tower			£100.00	
	Notice board repair			£100.00	
<b>Training</b>	Clerk	£250.00	£240.00	£250.00	
	Councillors	£250.00	£134.00	£200.00	
<b>Grants</b>	Planned		£(3,500.00)		
	Unplanned		£1,200.00		
<b>Business</b>	Rental	£290.00		£300.00	5% uplift
	Insurance	£593.00	£593.39	£595.00	Fixed 2021-2024
	Audit Fee	£80.00	£75.00	£160.00	
	Bank Charges	£0	£96.00	£96.00	
<b>IT</b>	Website hosting & email	£280.00	£500.00	£554.00	
	Website Maintenance (cons)				
	IT Equipment Replacement	£250.00	£1,135.00	£250.00	
	Software Purchase	£200.00	£493.00	£200.00	
		<b>£8,344.00</b>		<b>£8,936.50</b>	
<b>Income</b>	Slipway Rental		£3,250.00		Fixed until 2024
	Precept		£4,553.00		
			<b>£7,803.00</b>		