

## FLAGG PARISH COUNCIL

**Locum Clerk: Lesley Brown. Holly Cottage, Well Street Brassington, DE4 4HJ**

**Email: clerk.flagparishcouncil@gmail.**

**Minutes of the meeting of Flagg Parish Council, held in the Village Hall on  
Thursday 27<sup>th</sup> July 2023.**

**Present: Cllr Morgan (Chair), Cllr Mycock (Vice Chair), Cllr Westwood**

**Lesley Brown (Locum Clerk). 2 members of the public.**

<b>07/23/1</b>	<b>Apologies for Absence</b> Received from Cllr Lee Capper																				
<b>07/23/2</b>	<b>Declaration of Interests</b> None																				
<b>07/23/3</b>	<b>Co option of New Parish Councillor &amp; Acceptance of Office</b> Paul Harris was co opted on to Flagg Parish Council. Acceptance of Office Forms were signed by all councillors present.																				
<b>07/23/4</b>	<b>Public Speaking</b> No comments																				
<b>07/23/5</b>	<b>Approval and Ratification of the Minutes of the previous meeting</b> The meeting held on 15 <sup>th</sup> May was declared invalid as councillors had not returned their Nomination Papers. The Monitoring Officer appointed Lee Capper, Jonathan Morgan, Andrew Mycock and Chris Westwood to serve as Parish Councillors for the Parish of Flagg on 26 <sup>th</sup> June 2023. The Council resolved to accept the Minutes of the last valid meeting, held on November 1 <sup>st</sup> 2022, as a true record of that meeting. Proposer Cllr Mycock. Seconder Cllr Capper.																				
<b>07/23/6</b>	<p><b>Finance &amp; Administration</b></p> <p>a) Banking &amp; Signatories Cllr Morgan confirmed that Cllr Morgan and Cllr Capper are signatories. At present Cllr Mycock is not fully authorised, but Nat. West Bank are dealing with this. The address for communication and statements has been updated to that of Cllr Morgan. Cllr Morgan agreed to speak to the bank about on-line banking. The balance in Nat West Bank as at 31<sup>st</sup> May 2023 was £4,690.42, including £1,500.00 Precept.</p> <p>b) <b>Summary of Payments reimbursed</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Jonathan Morgan (Coronation Mugs)</td> <td style="text-align: right;">£ 342.00</td> </tr> <tr> <td>Jonathan Morgan (DALC subscription) .....</td> <td style="text-align: right;">£ 81.87</td> </tr> <tr> <td>Zurich Insurance Renewal (Paid directly to Zurich)</td> <td style="text-align: right;">£ 196.00</td> </tr> <tr> <td>Jonathan Morgan (Village Hall Insurance Renewal)</td> <td style="text-align: right;">£ 355.58</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>£ 975.45</b></td> </tr> </table> <p><b>Payments to be paid at the September meeting</b></p> <table style="width: 100%;"> <tr> <td>Final salary to Stephen Mansfield up to February 10<sup>th</sup> 2023</td> <td style="text-align: right;">£174.04</td> </tr> <tr> <td>Annual Payroll</td> <td style="text-align: right;">£120.00</td> </tr> <tr> <td>HMRC PAYE up to 10<sup>th</sup> February 2023</td> <td style="text-align: right;">£ 83.60</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>£ 377.64</b></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Grafika Speed Road Signs [ not paid as work has not been completed]</td> <td style="text-align: right;">£ 272.40</td> </tr> </table>	Jonathan Morgan (Coronation Mugs)	£ 342.00	Jonathan Morgan (DALC subscription) .....	£ 81.87	Zurich Insurance Renewal (Paid directly to Zurich)	£ 196.00	Jonathan Morgan (Village Hall Insurance Renewal)	£ 355.58	<b>TOTAL</b>	<b>£ 975.45</b>	Final salary to Stephen Mansfield up to February 10 <sup>th</sup> 2023	£174.04	Annual Payroll	£120.00	HMRC PAYE up to 10 <sup>th</sup> February 2023	£ 83.60	<b>TOTAL</b>	<b>£ 377.64</b>	Grafika Speed Road Signs [ not paid as work has not been completed]	£ 272.40
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	<p>An invoice for £6.00 Annual subscription to Peak Park Forum was received. It was agreed that the membership should not be renewed.</p> <p><b>c) Internal Auditor's Report</b>  The Internal Audit was carried out by Brenda Kirkham, a member of the DALC Audit Team. The difficulties faced by FPC during the past year were acknowledged and several negative responses on the Agar Form were necessary. Councillors read through comments made and noted that the identified problems needed to be addressed.</p> <p><b>d) Approval of Governance Statement</b>  Copies were presented to councillors and read through at the meeting. Boxes 4,5 &amp; 7 were given negative answers and it was agreed that these should be improved. The form was signed by the Locum Clerk and the Chair.</p> <p><b>e) Approval of Statement of Accounts</b>  Cllr Morgan had undertaken a thorough review of accounts and the Agar Form was approved and signed by the Locum Clerk/RFO and the Chair.</p> <p><b>f) Approval of Certificate of Exemption</b>  The total gross income for 2022/2023 was stated as £2,101. Total gross expenditure was stated as £1,573 for the same year. Figures were agreed and the Agar Exemption Certificate was signed by the Locum Clerk and the Chair.</p>
<b>07/23/7</b>	<p><b>Parish Matters &amp; Maintenance</b>  Cllr Morgan had received a letter from Sue Naylor regarding Village Hall finances. Due to a large decrease in lettings and problems with excessive electricity charges, the Parish Council was asked for help in meeting financial commitments. The Insurance renewal is the most urgent need and councillors agreed that this should be their first offer of support and the renewal was paid by FPC on 16/5/2023.</p> <p>Following observations made by the Internal Auditor, it was agreed that areas of land owned by FPC should be investigated with the Land Registry. Cllr Westwood offered to pursue this. A member of the public gave information regarding a historic covenant which decreed that rents should come to the Parish Council for distribution to the widows of the village. A complete historic trail and list of payments is unfortunately no longer available.</p>
<b>07/23/8</b>	<p><b>Arrangements for Interviews for New Clerk Applicants</b>  2 applications have been received. It was agreed that Cllrs Morgan, Westwood and Mycock would arrange possible interviews.</p>
<b>07/23/9</b>	<p><b>Date of next meeting</b>  This was arranged for Monday September 11<sup>th</sup> 2023 starting at 6.30pm in the Village Hall</p>