



Long Stratton Town Council

MINUTES OF FULL COUNCIL MEETING HELD ON 15th MAY 2023 @ 7pm IN THE COMMUNITY PAVILION ROOM

In attendance: Councillors Kelly Lunness, Judith Baker, Mat Pochin (19:17), Diane Woodham, Andrew Lansdell, Robert Mackenzie, Sue Smith, David Willis and Robin Ciorra

County Councillor Alison Thomas

Clerk Becky Buck

- 1. For all Councillors to sign Declaration of Office in the presence of the Clerk from May 2023- up to and including April 2027**
All Councillors present signed their Declaration of Acceptance of Office in the presence of the Clerk.
- 2. To nominate Chairman for May 2023 up to and including April 2024 for all ordinary and extraordinary meetings of Long Stratton Town Council**
It was proposed and seconded to nominate Councillor Lunness as Chairman which was accepted by Councillor Lunness.
- 3. Chairman to sign 'Chairman's Declaration of Office' in the presence of the Clerk**
Councillor Lunness signed the Chairman's Declaration of Acceptance of Office in the presence on the Clerk.
- 4. To nominate Vice-Chairman for May 2023 up to and including April 2024 for all ordinary and extraordinary meetings.**
It was proposed and seconded that Councillor Mat Pochin will be Vice-Chairman.
- 5. To receive apologies for absence**
Councillor Mundford gave apologies due to a prior commitment, these were accepted by the Council.
- 6. To receive disclosures of interest and dispensations**
There were no disclosures of interest or dispensations received.
- 7. To allow members of the public and district and county councillors to speak - max 20 Minutes**
County Councillor Alison Thomas reported the following. At the Cabinet meeting the Climate Strategy was reviewed, the documents are available on the website, where updates can be found regarding the Council's target of Net Zero by 2030 can be seen. There has been a decision made to write of deficit in Special Education which allows for priority to be given to the services

Signed by the Chairman

Date

12/6/23



Long Stratton Town Council

as opposed to writing off the debt. There has been a real push in seeing provision for Special needs education to be provided in mainstream educational settings.

8. To approve the minutes of the meeting held on 17th April 2023

The minutes of the meeting held on 17th April 2023 were approved by the Council and signed by the Chairman as a true record.

9. To note the Clerks report.

The Clerk provided a verbal report which was accepted by the Council.

10. To discuss and decide on Committee members.

a. Planning & Highways

Councillors Lansdell, Baker, Mackenzie, Willis, Woodham, Smith, Dickerson and Ciorra were appointed to the Planning and Highways Committee.

b. Events

Councillors Lunness, Pochin, Mundford, Dickerson, Smith and Willis were appointed to the events Committee. This Committee also includes 3 members of the public which have been co-opted on.

c. Leisure & Pavilion

Councillors Lunness, Pochin, Mackenzie, Willis, Baker, Mundford and Woodham were appointed to the Leisure and Pavilion Committee.

d. Staffing Committee & HR policies

Councillors Pochin, Mundford, Baker, Mackenzie and Willis were appointed to the staffing Committee.

e. Finance and Policy Management including GDPR

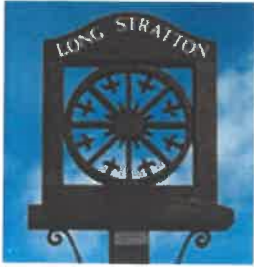
Councillors Pochin, Lunness, Mackenzie and Smith were appointed to the Finance and Policy Management committee.

Following a lengthy discussion the Council resolved to create a further Committee for Action Group which will lead in researching and recommending projects for infrastructure delivery and any other items that arise as a result of the adopted Action Plan. Councillors Smith, Mackenzie, Ciorra, Woodham and Lunness were appointed to the Committee.

11. To appoint an Internal Scrutineer for 2023-24 financial year

Signed by the Chairman

Date 12/6/23



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Councillor Mackenzie was proposed and seconded to be in the Internal Scrutineer, Councillor Mackenzie accepted this role.

12. To discuss and decide on adopting the Code of Conduct

The Code of Conduct was adopted by the Council.

13. To discuss and decide on signing up to the Civility and Respect pledge.

The Council resolved to sign up to Civility and Respect pledge which is being encouraged by Society of Local Council Clerks and National Association of Local Councils.

14. To discuss and decide on the FOI Model Publication scheme.

The Council resolved to adopt the Model Publication scheme.

15. To discuss and decide on the newsletter.

The Council resolved to agree the newsletter content.

16. To discuss and decide on the Councillor Induction Pack

The Council resolved to adopt the Councillor Induction Pack for new members.

17. Finance and Governance

a. To note and authorise income and expenditure through Unity Trust Bank since 17th April 2023

Payments and receipts since 17th April were noted and authorised, the payment list was signed by the Chairman.

b. To note all credit card payments since 17th April 2023

Credit card payments since 17th April 2023 were noted and the payment list was signed by the chairman.

c. To approve regular suppliers for 2023-2024

The Council approved the Regular Suppliers and Direct Debits for 2023-2024.

d. To discuss and decide on adopting General Power of Competence for 2023-2027.

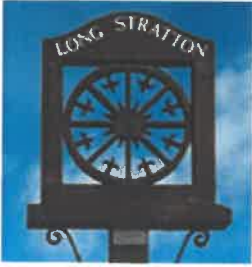
The Clerk explained what General Power of Competence was. Following a lengthy discussion, the Council resolved to adopt the General Power of Competence.

e. To discuss and decide on writing off 0.27p on the Utility Warehouse Cash Back Card.

The Council resolved to write off 0.27p on the cash back card.

Signed by the Chairman

Date 12/6/23



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18. To note the internal audit report.

The Internal Audit report was noted, the report detailed actions the Clerk had undertaken with the recommendations from the interim audit. There were no further recommendations on the final audit.

19. To discuss and decide on the Annual Governing Account Report (AGAR)

a. Annual Governance Statement

The Chairman read each statement in turn and the Council collectively agreed each statement. The Annual Governance Statement was then signed by the Chairman.

b. Accounting Statement

The Clerk talked through the Accounting Statement and answered any questions. The Council resolved to adopt the statement and the document was signed accordingly in the presence of the Council.

20. To discuss and decide on a traffic motion study/ analysis for Flowerpot Lane/ ^{IPSWICH.} ~~Norwich~~ Road junction.

Councillor Ciorra gave a brief overview of the proposal to monitor and analyse the traffic and pedestrian use of Flowerpot Lane/ ^{IPSWICH.} ~~Norwich~~ Road. The Council supported the proposal and delegated authority to Councillor Ciorra to take this forward.

21. To review, discuss and decide on master risk assessment.

Following a lengthy discussion, it was resolved to adopt the master risk assessment. The Clerk advised that it was a live document and would be reviewed on a regular basis. It was also noted that it was a general risk assessment and as and when new situations arise a more detailed risk assessment would be completed.

22. To note minutes from the following committee meetings and to discuss and decide on recommendations made.

a. Events

The Clerk gave a verbal report of the events meeting and also a short summary on the conclusion of the Coronation event.

23. To note the following meeting dates

a. Finance

This was noted by the Council as June 5th 2023.

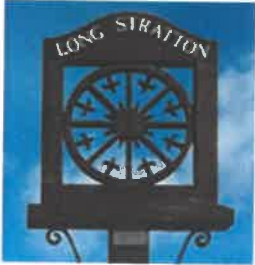
b. Whole Council training

This was noted by the Council as 22nd May 2023.

Signed by the Chairman

Date

12/6/23



Long Stratton Town Council

24. To close the meeting to press and public under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of confidential information (land, contracts, staffing matters)
The meeting was closed to the public and press.

25. Staffing matters

The Clerk advised that she had caught up on her hours which had been evidenced by the Chair and Vice Chair. It was agreed to have a staffing meeting end of May/ beginning of June.

With there being no further business, the Chairman closed the meeting at 20:57

Signed by the Chairman

A handwritten signature in black ink, appearing to be the initials "KE" followed by a flourish.

Date 12/6/23

Time: 14:11

Bank - Unity Trust

List of Payments made between 15/05/2023 and 12/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/05/2023	CIM Signs and Graphics	B16	130.20		Event banners
15/05/2023	Community Heartbeat Trust	B17	4.80		Defib sign 2nd payment
15/05/2023	Sextons wheel	B18	80.00		front page advert
15/05/2023	HM Revenue and Customs	B19	2,126.10		tax and ni
15/05/2023					
15/05/2023					
15/05/2023					
15/05/2023					
15/05/2023	Wildcraft Brewing	B26	97.52		event ale
15/05/2023	Top 2 Bottom	B27	1,905.18		toilet cleaning
15/05/2023	Philip Waller Consulting	B28	570.00		Final Pavilion fee
15/05/2023	Sunshine Artists	B29	180.00		Sunshine Artists - event face
15/05/2023	Charlene Jean	B30	130.00		Event entertainer
15/05/2023	TMO	B31	341.03		event safety equipment
15/05/2023	Norfolk Parish Training Suppor	B32	48.00		FOI training
15/05/2023	Pavilion deposit return	B33	50.00		damage deposit return
15/05/2023	British Telecom	D13	223.21		Phone and Broadband
15/05/2023	Busseys	D14	300.00		van lease
15/05/2023	Virgin Pure	D15	22.99		office water
15/05/2023	Adept IT	D16	126.60		IT support
15/05/2023	Nest Pension	D17	558.87		Pension payments
15/05/2023	NPOWER	D18	292.83		street light elec
15/05/2023	Calor Gas	D19	44.27		standing charge
15/05/2023	Lloyds Corporate Credit Card	CT2	1,731.75		May statement
17/05/2023	Initial	D21	153.36		pav supplies
22/05/2023	Savings - Unity Trust	T3	100,000.00		transfer from operating account
23/05/2023	James D Party Time	B34	378.00		coronation entertainer
23/05/2023	Premier Playgrounds	B35	27,915.78		play equipment
23/05/2023	Snapfast Ltd	B36	2,646.90		LED installation programme
23/05/2023	Tindalls Brewery	B37	108.00		Coronation Pale Ale
23/05/2023	Premier Playgrounds	B38	27,915.78		playground equipment
31/05/2023	CCF Plant Hire	B39	198.00		Nifty Hire lift
31/05/2023	Security Solutions Yes	B40	288.00		annual CCTV maintenance
31/05/2023	Top 2 Bottom	B41	1,665.18		public toilets maintenance
31/05/2023	Premier Playgrounds	B42	4,812.00	rota rocker	Resurfacing the swing area and
31/05/2023	St Johns Ambulance	B43	221.76		Coronation event first aid
31/05/2023	Chapel Doors	B44	110.40		repair to front door pavilion
31/05/2023	IA Trevor Brown	B45	393.30		internal audit
31/05/2023	Norfolk Parish Training Suppor	B46	295.00		whole council training
31/05/2023	CTS	B47	72.77		wrench and hardwood
31/05/2023					
31/05/2023					
31/05/2023					
31/05/2023					

UC 12/6/23

Date: 12/06/2023

Long Stratton Town Council

Time: 14:11

Bank - Unity Trust

List of Payments made between 15/05/2023 and 12/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/05/2023					
31/05/2023	HM Revenue and Customs	B54	2,126.50		tax and NI
31/05/2023	Wave Anglian Water	D24	1,191.79		water supply
31/05/2023	Aurora	D25	14.18		printing
31/05/2023	Virgin Pure	D26	22.99		office water
31/05/2023	Adept IT	D27	126.60		IT support
31/05/2023	Busseys	D28	300.00		van lease
31/05/2023	Unity Trust Bank	D29	35.85		bank fees
31/05/2023	Siemens Financial Services	D30	460.63		printer lease
31/05/2023	NPOWER	D31	261.28		street light elec
31/05/2023	Initial	D32	153.36		pavilion supplies
31/05/2023	SSE Southern Electric	D33	76.07		pavilion electric
31/05/2023	Nest Pension	D34	558.87		pension payments

Total Payments 194,975.96

KE 12/6/23

Bank - Unity Trust

Receipts received between 15/05/2023 and 12/06/2023

		Nominal Ledger Analysis					
Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked 16/05/2023	1,180.00					
PC - UT1	Petty Cash	1,180.00			206		1,180.00 Event Income
	Banked 08/06/2023	30,000.00					
T4	Savings - Unity Trust	30,000.00			203		30,000.00 transfer to cover outgoings
R33	Banked 12/06/2023	720.00					
R33	Larry Gray	720.00		120.00	1122	220	600.00 Funfair
R34	Banked 12/06/2023	1,200.00					
R34	Pavilion Hirer	1,200.00		200.00	1410	250	1,000.00 Headway
R35	Banked 12/06/2023	577.50					
R35	Pavilion Hirer	577.50		96.25	1410	250	481.25 Daregal Gourmet
R36	Banked 12/06/2023	136.58					
R36	Bowls Club LS	136.58			1420	90	136.58 2022-23 season fee
R37	Banked 12/06/2023	960.00					
R37	Pavilion Hirer	960.00		160.00	1410	250	800.00 SNDC elections
R38	Banked 12/06/2023	140.56					
R38	Bowls Club LS	140.56			1420	90	140.56 2023-24 season fee
Total Receipts:		34,914.64	0.00	576.25			34,338.39

VE 12/6/23

Lloyds Corporate Credit Card

List of Payments made between 15/05/2023 and 12/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/05/2023	Stratton Motor Company	C55	91.05		fuel
15/05/2023	Stratton Motor Company	C56	32.05		fuel
15/05/2023	Co - op Food Store	C85	7.63	warm help hub	milk sugar and biscuits
22/05/2023	Stratton Motor Company	C84	7.59		fuel
22/05/2023	Amazon.co.uk	C91	81.29		printer ink
23/05/2023	Stratton Motor Company	C83	30.42		fuel
23/05/2023	Stratton Motor Company	C83 2	0.30		fuel charge
25/05/2023	ADOBE	C94	15.17		pdf writer
26/05/2023	Co - op Food Store	C78	1.85	warm help hub	milk
30/05/2023	Screwfix	C80	19.47		cistern lever
30/05/2023	Screwfix	C81	4.99		sealant remover
01/06/2023	Lloyds corporate card fee	C88	9.00		x 3
02/06/2023	Co - op Food Store	C86	1.85	warm help	milk
05/06/2023	Decorating Warehouse	C77	33.44		paint for swings
07/06/2023	Amazon.co.uk	C92	7.89		red ribbon
09/06/2023	Courthouse cards	C79	14.50	playground opening	ribbon and balloons
09/06/2023	Co - op Food Store	C87	1.85	warm help hub	milk
12/06/2023	Fenland Leisure Products	C82	79.36		16 nuts for swings

Total Payments 439.70

VE 12/06/23

Petty Cash

List of Payments made between 15/05/2023 and 12/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/05/2023	David Willis	P7	200.00		Repayment of loan float - even
16/05/2023	Bank - Unity Trust	PC - UT1	1,180.00		Event Income
22/05/2023	Cherry Lane Garden Centre	PC8	17.00		Compost and plants for planter
Total Payments			<u>1,397.00</u>		

VE 12/6/23

Cashbook 7

Petty Cash

Receipts received between 15/05/2023 and 12/06/2023

		Nominal Ledger Analysis						
<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
R30	Banked 15/05/2023	30.00						
R30	Event income		30.00	5.00	1500	290	25.00	Stall donation
R31	Banked 16/05/2023	1,775.94						
R31	Event income		1,775.94	295.99	1500	290	1,479.95	KC event
R39	Banked 12/06/2023	17.80						
R39	Donations received		17.80		1100	100	17.80	warm help hub
Total Receipts:		1,823.74	0.00	300.99			1,522.75	

VE 12/6/23