



## Notice and Summons for Meeting on 8 Apr 2024

### Councillors:

G Taylor (Chair), R Jones, J Newark, I Nilsson-Forrest, J Redfearn, D Walker, L Welch.

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

### Acaster Malbis Parish Council Meeting

**When: Monday 8 April 2024 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 our website.

*Craig Booth*

Craig Booth, Clerk

posted: **2 Apr 2024**

## Meeting Agenda

### 211 Apologies

211.1 To receive apologies and approve reasons for absence.

### 212 Declarations of Interest

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

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

212.3 To grant any requests for dispensation as appropriate.

### 213 Council Minutes

213.1 To confirm the minutes of the council meeting on **11 March 2024** as a correct record.

### 214 Public Participation

214.1 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 Repoort

### 215 Planning Applications

215.1 Any applications received after the agenda was posted.

### 216 Planning Decisions

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

### 217 City of York Council Ward Member Report

217.1 To consider matters raised with/by the Ward Member Cllr M Nicholls.

## Finance

### **218 Financial matters**

- 218.1 To approve/note payments as detailed in Appendix 1 and any payments after posting agenda.
- 218.2 To note receipts as detailed in Appendix 2.
- 218.3 To approve the bank reconciliation report up to 31 March 2024 in Appendix 3.
- 218.4 To note the internal controls undertaken prior to the meeting.
- 218.5 To review the end of year budget position in Appendix 4.

## Discussion & Decision Items

### **219 Clerk's Report**

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

### **220 John Knowles Charity**

- 220.1 To consider extending the term of the existing trustees of the charity.

### **221 John Knowles Education Foundation**

- 221.1 To note the parish meeting's decision to re-appoint the current trustees.

### **222 Memorial Hall Management Committee**

- 222.1 To consider the appointment of a person to the Memorial Hall committee of management.

### **223 Strategic Plan**

- 223.1 To review comments from the public consultation and consider adoption of the [Strategic Plan](#).

### **224 Noticeboard**

- 224.1 To consider the style and position of a new noticeboard.

### **225 Village Boundary Signs**

- 225.1 To consider the initial design and placement of new village boundary signs.

## Correspondence, Training & Security

### **226 Correspondence**

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

- 226.1 White Rose Bulletin (Mar 15, 28).
- 226.2 Countryside Voices (Spring/Summer 2024).
- 226.3 Weekly list of planning applications from COYC.

### **227 Training and Employment**

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

### **228 Policing and Security**

- 228.1 To receive a Community Speed Watch report.
- 228.2 To receive local crime reports.

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

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

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

### **230 Date of the Next Meeting**

230.1 To next meeting of the council will be held on 13 May 2024 in the Memorial Hall.

#### 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 Whom	s137	N/A	Description	Total
Starboard Systems Ltd		A	Accounting Software	185.76
Campaign to Protect Rural England		A	CPRE Membership Donation	50.00
HSBC Bank		N	Bank Charges	8.00
C.H.Booth		A	Clerk's Salary	399.00
HMRC - PAYE Deducted		A	HMRC Tax	6.60
C.H.Booth		A	Clerk's Office Allowance	25.00
C.H.Booth		A	Clerk's Telephone Allowance	18.00
Yorkshire Local Council Association		A	YLCA Training	50.00
Yorkshire Local Council Association		A	YLCA Membership	340.00
			<b>Total</b>	<b>£1,082.36</b>

**Transfer of £1082.36 from Money Manager to Current Account.**

## Appendix 2 - Receipts

From Whom	Description	Total
		0.00
	<b>Total</b>	<b>£0.00</b>

## Appendix 3 - Bank Reconciliation

Cash Book	On		Total
Cash in hand	01/04/2024		11,842.33
Receipts to date	31/03/2024		8,628.81
Payments to date	31/03/2024		(9,074.98)
<b>Total(A)</b>			<b>£11,396.16</b>
Bank	On		
HSBC Money Manager	31/03/2024		10,896.16
HSBC Community Account	31/03/2024		500.00
Petty Cash	31/03/2024		0.00
<b>Total(B)</b>			<b>£11,396.16</b>

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

## Appendix 4 - Budget

### Budget

#### Outgoings

Title	Budget	Actual	Forecast	Total	Variance
Clerk's Salary	3,800.00	4,784.01		4,784.01	(984.01)
Clerk's Allowances	172.00	129.00		129.00	43.00
Office Expenses	200.00	290.13		290.13	(90.13)
AMMH Hall Hire	300.00	260.00		260.00	40.00
BHIB Insurance (fixed 2021-2024)	595.00	584.95		584.95	10.05
Professional Fees	160.00	155.00		155.00	5.00
Annual Subscriptions	537.50	554.00		554.00	(16.50)
Training	450.00	986.80		986.80	(536.80)
Website & Email Hosting	554.40	399.00		399.00	155.40
IT Equipment	250.00				250.00
Grants/Projects – Unplan		301.98		301.98	(301.98)
Grants/Projects – Plan	1,450.00	88.05		88.05	1,361.95
Defibrillator Maintenance		63.90		63.90	(63.90)
Software Purchase	200.00				200.00
Software Subscriptions	172.00	154.80		154.80	17.20
Bank Charges	96.00	98.50		98.50	(2.50)
	<b>8936.90</b>	<b>8850.12</b>	<b>0.00</b>	<b>8850.12</b>	<b>86.78</b>

#### Incomings

Title	Budget	Actual	Forecast	Total	Variance
COYC Precept	4,398.00	4,398.00		4,398.00	0.00
Bank Interest	12.00	196.46		196.46	184.46
Slipway Rent	3,250.00	3,250.00		3,250.00	0.00
VAT Refund					
Grants	155.00	155.00		155.00	0.00
Miscellaneous					
	<b>7815.00</b>	<b>7999.46</b>	<b>0.00</b>	<b>7999.46</b>	<b>184.46</b>