

ELKESLEY PARISH COUNCIL

Minutes the Annual Meeting of the Parish Council held in the
Elkesley Memorial Hall
on Thursday 17 April 2025 at 7.30pm
DRAFT UNTIL RATIFIED

Present : Councillors J Skelton, J O'Brien, J Gilson, L Ashley and M Stronach

Others : The Clerk and no members of public attended

2296/25) Election of Chair and Vice Chair and Acceptance of Office

Resolved. Cllr Skelton was proposed by Cllr O'Brien, seconded by Cllr Ashley and re-elected as Chair, Cllr O'Brien was proposed by Cllr Skelton, seconded by Cllr Gilson and re-elected as Vice-Chair. **Carried.** Cllrs Skelton and O'Brien signed their Declarations of Acceptance of Office.

2297/25) Apologies and Declarations of Interest

Resolved. Apologies were received from Cllrs Wright and MacIntosh. Cllr Gilson declared an interest in any items concerning Elkesley Memorial Hall

2298/25) Agree minutes of previous Annual Meeting 16 May 2024

Resolved. The minutes of the Annual Meeting of the Parish Council 16 May 2024 were proposed by Cllr O'Brien, seconded by Cllr Stronach and approved. **Carried**

2299/25) Consider and Confirm Standing Orders and Financial Regulations

Resolved. The updated standing orders and financial regulations were proposed by Cllr Stronach, seconded by Cllr Ashley and approved. **Carried**

2300/25) Consider and Confirm Policies

Resolved. The updated policies were proposed by Cllr Stronach, seconded by Cllr Ashley and approved. **Carried**

2301/25) Consider and Confirm Asset Register

Resolved. The Asset Register was proposed by Cllr Stronach, seconded by Cllr Ashley and approved. **Carried**

2302/25) Consider and Confirm Insurance

Resolved. The Insurance was proposed by Cllr Stronach, seconded by Cllr Ashley and approved. **Carried**

2303/25) Consider and Confirm Code of Conduct

Resolved. The updated Code of Conduct proposed by Cllr Stronach, seconded by Cllr Ashley and approved. **Carried**

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2304/25) Financial Report for Year Ending 31 March 2025

The clerk/RFO gave a financial report for 2024-25, which is attached to these minutes*

2305/25) Approve payment list and financial reports for May 2025

Resolved. The payment list and financial reports were proposed by Cllr Gilson, seconded by Cllr Stronach and approved. **Carried**

The next meeting will be held on Thursday 19 June at 6.30pm

The Chair ended the meeting at 8.11pm

Signed

Chair

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*Financial Report Year Ending 31 March 2025

The Clerk/Finance Officer reported that Bassetlaw District Council's support for Town and Parish Councils, in the form of a Concurrent Grant, was maintained for 2024-25. The Clerk reported that the precept of £15195 was provided in 2 tranches to Elkesley Parish Council.

Elkesley PC underspent its proposed budget by just £133.28, with some areas' shortfalls covered by underspends elsewhere. For example, the Neighbourhood Plan review needed more funds than the grant received, with surplus grounds maintenance funds available.

The PC's Bank Account Balances on 01 April 2024 opened at £33963.51 with un-presented cheques due for £5612.20, and closed on 31 March 2025 at £28484.59, which includes the Reserves. In April, the PC resolved to transfer the banking from Nat West. New accounts were opened in July and are now operated online with Unity Trust Bank. Credit interest earned over the full year totals £637.85. The PC's actual reserve balance, on 31 March 2025 stands at £19945.14.

The council now uses Scribe for its accounting software, and Bank Reconciliations are produced on a monthly basis.

Elkesley PC currently has Community Infrastructure Levy monies of £2,240.42 pending from previous years.

The Council is fully insured with Zurich Insurance. The payroll system is supplied by Darby's Chartered Certified Accountants.

The internal audit, for 2023-24 was completed in a timely fashion by the PC, which complied with all requirements, incurring no additional charges, and received a satisfactory Audit Report from PKF, the External Auditor. The Parish Council has engaged the services of Susan MacDonald, Internal Auditor for 2024-25 Annual Governance and Accountability Return.

Cheryl Day

Clerk and RFO