

**HOLME ABBEY PARISH COUNCIL**

**To Members of the Council:** you are summoned to attend a meeting of Holme Abbey Parish Council (HAPC) on Tuesday 11 June 2024 in the Community Sports Pavilion at 7.00pm

**Members of the Public:** you are invited to attend

**AGENDA**

**1. Apologies** - to receive apologies and approve reasons for absence

**2. Requests for Dispensations, Declarations of interest, gifts and hospitality** – to receive any requests for Dispensations or Declarations of Interest from Councillors relating to items on the Agenda, in accordance with the Council’s Code of Conduct, and to note any gifts and hospitality

**3. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)** – to decide whether there are any items of business which require the exclusion of the press and public

**4. Public participation** – to receive questions from members of the public relating to items on the agenda, in accordance with the Council’s code of conduct and standing orders

**5. External Representation**- to receive reports from Parish Council representatives on outside bodies. (If possible representatives to provide a written report prior to the meeting to allow distribution).

- To receive reports from the Cumberland Councillor on any items not on the agenda

**6. Minutes of the last Holme Abbey Parish Council Meeting** – to authorise the Chairwoman to sign, as a correct record, the minutes of the Annual Meeting of Holme Abbey Parish Council held on 14 May 2024 (circulated with agenda)

**7. Internal Auditors Report & Limited Assurance**

- I. To receive and consider the internal auditors report and recommendations therein (circulated separately)
- II. To note that Holme Abbey Parish Council intends to submit its AGAR for Limited Assurance review by the external auditor Moore (appointed by Cumberland Council)  
NB HAPC is not exempt from limited assurance review as the income and expenditure exceeded £25,000

**8. Annual Governance and Accountability Return (AGAR) Year Ending 31 March 2024** (circulated separately)

- i. Annual Governance Statement: to consider the questions and respond accordingly before authorising the Chairwoman to sign Section 1 of the Annual Return for year ending March 31 2024 on behalf of HAPC
- ii. Audit Accounting Statements: to consider and agree the accounting statement figures before authorising the Chairwoman to sign Section 2 of the Annual Return for year ending 31 March 2024 on behalf of HAPC
- iii. Statement of Variances: to note the statement of variances
- iv. Asset Register: to note the updated Asset Register 2024/25

- v. Electors Rights: to note the dates of the Exercise of Public Rights as 13.06.24 to 24.07.24

## 9. Finance

### a) Bank Reconciliation

- (i) To receive and note the monthly reconciliation (May) and bank balance to 12 May 2024 (attached)

HSBC Current Account            £32,749.84

- (ii) To acknowledge scrutiny and acceptance of the bank statements and authorise the Chairwoman to sign the Council's bank statements

- b) Invoices for Payment - to consider invoices totalling £1268.35 for payment itemised on the payment schedules dated 05.06.24 (attached)

- c) Receipts – to acknowledge and receive the following receipts (cash) totalling £65.00:

10	Room hire (Bingo)	£20.00
11	Room hire (Craft & Chat)	£25.00
12	Allotment Rent 2024/25	£15.00
13	Allotment Rent 2024/25	£5.00

- d) Unity Trust Bank – to authorise Cllrs Horsley and A McIntyre and the clerk to sign section 4 of the account application form as signatories on behalf of Holme Abbey Parish Council.

## 10. Planning

Details can be viewed on the Planning Authority website (Cumberland.gov.uk) and members of the community can submit their own observations directly

- a. **Planning Applications**- to consider all recent applications received from Cumberland Council detailed below and any other planning applications submitted between the circulation of this Agenda and the meeting
- b. **Notices of Decision** - to note any notices of decision received

**11. Memorial Garden** – update on requests to local builders merchants and suppliers for assistance with raw materials for the project  
*Cllrs Horsley & H Newhouse*

## 12. Friars Garth

- a. **Home Group/Procast** – update pending a response from Home Group regarding a request that Procast reinstate the green to a satisfactory condition  
*Cllr A McIntyre*
- b. **Tree Preservation Order** – update pending a report from Cumberland Council following an inspection by their Arboriculturalist  
*Cllr Horsley*

**13. Former Abbeytown Village Hall** – to consider expanding the Community Sports Pavilion and explore possible funding options

**14. Abbeytown Fun Day, Saturday 13 July 2024** – to consider plans and agree expenditure for the event*Local Government Act 1972 s145 Power to provide entertainment*

- a. To consider any further attractions and requirements for the event
- b. To note that First Aid Associates (Cockermouth) will be in attendance
- c. To note that a Temporary Event Notice (license) from Cumberland Council has been applied for

**15. The Barracks** – update on additional waste bin(s) and the possibility of creating a new footpath through the corner of a privately owned field  
*Cllr A McIntyre*

**16. Donations** – to consider any requests received for financial assistance received since the last meeting

**17. Community Sports Pavilion**

- a. To consider the provision of cleaning with costs shared by the Football Club
- b. To consider authorising DM Hall to proceed with a reinstatement/rebuild cost valuation for insurance purposes at a cost of £495.00 + VAT

**18. Holme Abbey Parish Council Grass Contract 2024/25** – to receive notification from the current contractor that the service has been suspended mid-season (28 May 2024) and consider alternative providers

**19. Councillor Matters** – an opportunity for Councillors to raise issues, not on this agenda, on behalf of the residents in their community. *(NB. No decisions can be taken on these matters but the Clerk may make investigations and/or they may be placed on the agenda of a future Council meeting.)*

**20. Allotment** – to note that all plots are occupied and consider any maintenance issues requiring attention

**21. Date of next meeting** – Tuesday 9 July 2024 at 7.00 pm in the Community Sports Pavilion  
 (no meeting during August)

Agenda items to be submitted to the Clerk by Friday 28 June 2024



5 June 2024

Joanne Cornah Wade, Clerk to the Council

[clerk@holmeabbey-pc.gov.uk](mailto:clerk@holmeabbey-pc.gov.uk)

Address available upon request

[holmeabbey-pc.gov.uk](http://holmeabbey-pc.gov.uk)

Prepared by: \_\_\_\_\_

*J Cornah Wade (Clerk & RFO)*

Date: 26.05.24

Approved by: \_\_\_\_\_

*Name and Role (Chair)*

Date: 11.06.24

<b>Bank Reconciliation at 12/05/2024</b>			
	Cash in Hand 01/04/2024		26,133.99
	<b>ADD</b> Receipts 01/04/2024 - 12/05/2024		8,211.62
			34,345.61
	<b>SUBTRACT</b> Payments 01/04/2024 - 12/05/2024		3,117.01
<b>A</b>	<b>Cash in Hand 12/05/2024</b> (per Cash Book)		<b>31,228.60</b>
	Cash in hand per Bank Statements		
	Petty Cash 12/05/2024	121.00	
	Current 12/05/2024	32,749.84	
	Savings 26/05/2024	0.00	
	Other 26/05/2024	0.00	
			<b>32,870.84</b>
	Less unrepresented payments		1,642.24
			31,228.60
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>31,228.60</b>
	<b>A = B Checks out OK</b>		

## Holme Abbey Parish Council

### Payments (awaiting authorisation) list

Voucher	Code	Date	Cheque No	Description	Supplier	Net	Vat	Total
	17 Admin (Stationery, Printer, Postage etc.)	5/8/2024	DD	Accounting Software	Scribe	12.00	2.40	14.40
	18 Utilities	5/14/2024	DD	Electricity	EON Next	155.49	7.77	163.26
	18 Utilities	5/14/2024	DD	Electricity	EON Next	29.48	1.47	30.95
	20 Utilities	5/18/2024	DD	Water	Waterplus	16.32	0.00	16.32
	21 Staff expenses & training	5/18/2024		Clerk expenses (travel)	Clerk	9.40	0.00	9.40
	21 Staff expenses & training	5/18/2024		Clerk expenses (postage)	Clerk	3.95	0.00	3.95
	21 Other/miscellaneous	5/18/2024		Clerk expenses (APM catering)	Clerk	2.38	0.00	2.38
	21 Other/miscellaneous	5/18/2024		Clerk expenses (APM catering)	Clerk	32.26	0.00	32.26
	21 Other/miscellaneous	5/18/2024		Clerk expenses (TEN event)	Clerk	21.00	0.00	21.00
	21 Staff expenses & training	5/18/2024		Clerk expenses (wfh May)	Clerk	26.00	0.00	26.00
	22 Staff expenses & training	6/30/2024		Clerk expenses (wfh June)	Clerk	26.00	0.00	26.00
	23 Staff costs	6/30/2024		Clerk salary (June)	Clerk	225.99	0.00	225.99
	24 Other/miscellaneous	5/14/2024		Councillor Expenses	n/a	2.38	0.00	2.38
	24 Other/miscellaneous	5/14/2024		Councillor Expenses	n/a	32.26	0.00	32.26
	24 Other/miscellaneous	5/14/2024		Councillor Expenses	n/a	-2.38	0.00	-2.38
	24 Other/miscellaneous	5/14/2024		Councillor Expenses	n/a	-32.26	0.00	-32.26
	25 Audit & Professional Fees	5/20/2024	101323	Internal Audit	D Johnson	135.00	0.00	135.00
	26 Reserves 2	5/14/2024	101321	Community Events (summer)	M Turnbull	100.00	0.00	100.00
	27 Reserves 2	5/27/2024		Community Events (summer)	First Aid Assoc.	250.00	0.00	250.00
	28 Audit & Professional Fees	5/28/2024	101322	Information Commissioner	GDPR	40.00	0.00	40.00
	29 Admin (Stationery, Printer, Postage etc.)	6/15/2024	DD	Accounting software	Scribe	12.00	2.40	14.40
	30 Utilities	6/03/2024	DD	Electricity	EON next	149.56	7.48	157.04
						<b>1246.63</b>	<b>21.72</b>	<b>1268.35</b>

**Prepared by:**

Name and Role

J Cornah Wade/Clerk & RFO

**Date**

05.06.24

**Approved by:**

Name and Role

**Date**

11.06.24

**Approved by:**

Name and Role

**Date**

11.06.24