

HOLME ABBEY PARISH COUNCIL

Website: holmeabbey-pc.gov.uk

Date: 7 July 2026

Councillors: You are summoned to attend a meeting of Holme Abbey Parish Council on Tuesday 14 July 2026 in the Community Sports Pavilion at 7.00pm for the purpose of transacting the business itemised below.

Members of the Public: Members of the public are welcome to attend and may address the Council during the formal meeting under Public Participation. Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

AGENDA

1. **Apologies for absence** – to receive apologies
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. **Public participation with regard to items on the agenda** – 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
4. **Appointment of Clerk and Responsible Financial Officer**
To consider and approve the recommendation of the Staffing Committee to appoint Mr Allan Dawes as Clerk and Responsible Financial Officer to Holme Abbey Parish Council with effect from 14 July 2026. (Following approval of this item, the newly appointed Clerk will take over clerking the meeting.)
5. **Report from the Cumberland Councillor** – for information only
6. **Minutes** – to confirm and sign the Minutes of the Annual Meeting of the Parish Council held on 19 May and the Extraordinary Meeting and Staffing Committee Meeting held on 19 June.
7. **Progress Report** – the Clerk/Chair to report on outstanding actions not requiring further decision
8. **Finance**
 - a. **Bank Reconciliation** – to receive and note the reconciliations and balances

Account	31 May	30 June
Unity Trust – Instant Access	£34,090.75	£26,754.53
Unity Trust – Current Account	£1,138.71	£1,730.76
Petty Cash	£108.82	£107.08
Total	£35,338.28	£28,592.37
 - b. **Bank Statements** – to acknowledge scrutiny and acceptance.
 - c. **Payments for Approval** – to consider and approve the payment schedule and to confirm payments already made since the last meeting, including those made under delegated authority and those made from previously approved budgets.
 - d. **Receipts** – to note receipts received since the last meeting.
 - e. **Grants** – to consider any requests received

f. Unity Trust Bank – Update to Banking Mandate Following Clerk Appointment

- i. To consider adding the newly appointed Clerk & Responsible Financial Officer, Mr A Dawes, as an authorised individual on the Unity Trust Bank mandate, with the same permissions currently held by the outgoing Clerk, namely:
 - Key Contact for the Council's accounts
 - Internet Banking User with VSA access (view the account, submit and authorise payments)
 - Internet Banking Administrator
 - Authorised Telephone Banking and Internet Banking service user
 - Authority to manage day-to-day banking administration in accordance with the Council's Financial Regulations
- ii. To consider removing the outgoing Clerk, Ms J Cornah Wade, from the mandate once Unity Trust confirms activation of the new Clerk's access.

9. Governance

- a. Councillor Co-option** – to consider any applications received

10. Events & Communications Working Group

To receive an update on plans for 2026 and to clarify the status of any events being organised outside the formal remit of the Working Group. The update is to be submitted in time for circulation prior to the meeting.

11. Defibrillator Provision – High Laws area

To consider whether to approve submission of a grant application for a third community defibrillator. The Clerk will present the findings requested at the May meeting, including indicative installation costs, typical works involved, permissions required, and a comparable quotation received from another parish council.

12. Allotment Review

To receive an update on allotment matters, including:

- payments received and outstanding for the 2026/27 tenancy year
- the current position on occupied and vacant plots
- options for addressing persistently vacant or under-used plots

13. Dog Show – Request for Sponsorship of Rosettes

To consider a request from a parish resident for the Parish Council to sponsor rosettes for a community dog show planned for August/September.

14. Planning

- 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.
- c. **Regulation 5 Notification (Electronic Communications Code)** – for information only.
 - i. Proposal for 3 new telecommunications poles at Opposite Home Farm, Aldoth, Silloth, CA7 4NB – notification received from Cumberland Council (29 May 2026)

15. Correspondence – to note correspondence received not otherwise on the agenda where decisions are not required (other than adding to the agenda for a future meeting)

16. Confidential Item – Staffing, Contract of Employment for the Clerk/RFO

To consider and approve the Clerk/RFO's contract of employment as recommended by the Staffing Committee.

The public and press will be excluded under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the business.

17. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Friday 4 September.

18. Date of next meeting – to confirm the date of the next meeting as Tuesday 15 September at 7.00pm in the Community Sports Pavilion.

Councillors are reminded of their obligations under the Code of Conduct, including declaring any relevant interests.

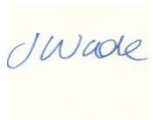
J Cornah Wade

Joanne Cornah Wade, Clerk to the Council
Eriskay Cottage, Bromfield, Wigton CA7 3NB
clerk@holmeabbey-pc.gov.uk

8a Bank Reconciliation

	Financial year ending 31/03/2027	
Balances per bank statements at 31/05/2026		
Petty Cash	108.82	
Unity Current Main Account	1,138.71	
Unity Instant Access	34,090.75	
Total bank balances		35,338.28
Total net balances at 31/05/2026		35,338.28

	Financial year ending 31/03/2027	
Balances per bank statements at 30/06/2026		
Petty Cash	107.08	
Unity Current Main Account	1,730.76	
Unity Instant Access	26,754.53	
Total bank balances		28,592.37
Total net balances at 30/06/2026		28,592.37



Prepared by

Name: J Cornah Wade, Clerk & RFO

Date: 01.07.26

Approved by

Name and Role:

Date: 14.07.26

Approved by

Name and Role:

Date: 14.07.26

8c Invoices for payment

Listing of Unapproved Payments

Dated between 01/04/2026 and 31/03/2027

Holme Abbey Parish Council current account

Voucher	Date	Description	Supplier / Customer	Account Name	Net (£)	Payment inc VAT (£)
452 BP	03.08.26	Payment 4 of 7	S Smith	Grass Contract	200.00	200.00
453 BP	01.09.26	Payment 5 of 7	S Smith	Grass Contract	200.00	200.00
455 SO	03.08.26	July Salary to 13 July	Clerk JCW	Clerk Salary	TBC	TBC
456 SO	03.08.26	July wfh	Clerk JCW	Clerk Expenses	TBC	TBC
457 BP	15.07.26	PAYE & NI	HMRC	Clerk Salary	108.21	108.21
458 SO	03.08.26	July Salary from 14 July	Clerk AD	Clerk Salary	TBC	TBC
459 SO	03.08.26	July wfh	Clerk AD	Clerk Expenses	TBC	TBC
TOTAL					1,899.63	2,029.79

Vouchers 455, 456, 458 and 459 relate to the Clerk's salary and expenses for July. Amounts are marked TBC pending calculation of the pro-rata salary split. Final figures will be confirmed once payroll calculations have been completed. Council is asked to approve these payments in principle, with authority delegated to the Chair and one other member to sign off the final confirmed amounts.

8c Invoices paid

Voucher	Date	Description	Supplier	Net (£)	Gross (£)
436 BP	04.06.26	Limestone Chippings, Car Park	D A Harrison	265.00	318.00
437 BP	04.06.26	Stone Trough Planters x4	Amberol Ltd	1219.40	1463.28
438 BP	04.06.26	Trade Waste April to June	Cumberland Council	60.00	60.00
442 IT	20.05.26	Internal Transfer	Unity Instant Access	- 2000.00	-2000.00
443 IT	20.05.26	Internal Transfer	Unity Current Account	2000.00	2000.00
444 BP	21.05.26	Donation	St Mary's Church	750.00	750.00
446 BP	18.06.26	Playpark repairs and Annual Inspection	Synergy Ltd	2058.00	2469.60
447 BP	18.06.26	Fence repairs	W Paisley Fencing	1600.00	1920.00
448 IT	18.06.26	Internal Transfer	Unity Instant Access	- 4500.00	-4500.00
449 IT	18.06.26	Internal Transfer	Unity Current Account	4500.00	4500.00
451 BP	01.07.26	Defib cabinet installation & lighting repairs	F G Electrical	356.80	428.16
461 PC	30.06.26	Postage x 2 2 nd class stamps VAT	Clerk	1.74	1.74
463 IT	03.06.26	Internal Transfer	Unity Instant Access	- 2000.00	-2000.00
463 IT	03.06.26	Internal Transfer	Unity Current Account	2000.00	2000.00

Voucher	Date	Description	Supplier	Net (£)	Gross (£)
464 IT	03.06.26	Internal Transfer	Unity Instant Access	- 1000.00	-1000.00
464 IT	03.06.26	Internal Transfer	Unity Current Account	1000.00	1000.00
466 BP	17.06.26	ICO License Renewal	Information Commissioner's Office	52.00	52.00
Total	—	—	—	6,362.94	7,462.78

Standing Orders and Direct Debits

Voucher	Date	Description	Supplier	Net (£)	Gross (£)
445 DD	15.06.26	Electricity May	Smartest	102.71	107.85
450 DD	30.06.26	Cash handling charge	Unity Trust	2.10	2.10
454 DD	05.06.26	Water February to May	Waterplus	25.37	25.37
467 DD	30.06.26	Monthly bank fee	Unity Trust	7.00	7.00
Total	—	—	—	137.18	142.32

8d Receipts

Voucher	Date	Reference	Description	Customer	Total (£)
434	21.05.26	Credit	Room hire to September	Craft and Chat	90.00
435	21.05.26	Credit	Donations	Market	70.50
439	05.05.26	Credit	Community event donations	Easter	15.00
440	05.05.26	Credit	Room hire	Longcake	10.00
441	05.05.26	Credit	Annual rent	Allotment	40.00
460	30.06.26	Credit	Quarterly Interest	Unity Trust	165.88
Total	—	—	—	—	391.38

J Wade

Prepared by

Name: J Cornah Wade, Clerk & RFO

Date: 01.07.26

Approved by

Name and Role:

Date: 14.07.26

Approved by

Name and Role:

Date: 14.07.26