

A meeting of Moulsoford Parish Council

Thursday 14th November 2024 at 19:30, Moulsoford Pavilion

All Councillors are summoned to a Meeting of Moulsoford Parish Council.
Members of the public and press are invited to attend all council meetings.
(Public Bodies (Admission to Meetings) Act 1960)

Signed: *Helen Broughton* (Locum Clerk)
8th November 2024

AGENDA

1. Administration

- a. To receive apologies for absence and reasons given
- b. To receive declarations of interest
- c. To consider requests for dispensations
- d. To appoint Helen Broughton as Proper Officer, Locum Clerk and Locum Responsible Financial Officer.
- e. To approve the minutes of previous council meeting – 10th October 2024
- f. To receive a report from the District Councillor
- g. Public Contributions and Questions

2. Planning:

- a. To agree a response to the following planning application (s)
 - i. [P24/S3170/S19](#), for development work at the following location: Breach House Halfpenny Lane near Moulsoford
 - ii. [P24/S3231/S73](#), for development work at the following location: Breach House Halfpenny Lane near Moulsoford

3. Parish Matters

- a. To receive a presentation from the PMC on the Lemon Booking Tool and consider a parish council contribution to setting up the system.
- b. To receive an update from the Moulsoford Events Committee.
- c. To receive an update on the Green Space and Traffic Management volunteer groups.
- d. To consider action on goal posts following residents feedback.
- e. To agree further action on an application for Councillor's grant.
- f. Update on allotments.

4. Finance and Governance

- g. To approve payment of invoices received (*list to follow*)

- h. To approve the bank reconciliations to 30th October 2024
 - i. To review current expenditure against budget
 - j. To consider a first draft of the 25/26 budget
 - k. To consider moving to Scribe Accounting software at a cost of £12 (gross) per month
 - l. To appoint an internal auditor for the 2024/25 audit
 - m. To agree registration with the Information Commissioners Office at a cost of £40, subject to approval of the data protection policy below.
 - n. To review and approve the following:
 - i. Code of Conduct
 - ii. Standing Orders
 - iii. Financial Regulations
 - iv. Reserves Policy
 - v. Data Protection Regulation Policy
5. To agree the date of the next meeting
6. To resolve to exclude the press and public due to the confidential nature of the business to be transacted (staff matters)
7. Staff matters
To receive an update following interviews for the role of Clerk and RFO and agree action.