

RINGSTEAD PARISH COUNCIL

Parish Office:
The Village Hall
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To: All Parish Councillors

24 April 2024

From: Ms L Ritchie, Clerk to Ringstead Parish Council

Dear Councillor

You are hereby summoned and required to attend the **Annual Meeting** of Ringstead Parish Council to be held at the Village Hall conference on **Weds 8 May 2024** commencing at 7.30 pm to transact the business listed below.

Members of the Public and Press are invited to attend and to participate in Public Open Time.

AGENDA

Chairman Richard Phillips Open the Meeting and Stand Down

- RPC24/0001 Election of Chairperson
- RPC24/0002 Chairperson's Declaration of Acceptance of Office
- RPC24/0003 Election of Vice Chairperson
- RPC24/0004 Election of chair of the Finance Committee
- RPC24/0005 Election of the finance Vice chairperson.
- RPC24/0006 Election of a third and fourth member of the finance committee.
- RPC24/0007 Election of Planning Committee Chair.
- RPC24/0008 Public Open Time (Members of the public are invited to address the Council, give their views and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chairman of the meeting).
- RPC24/0009 To Receive and approve apologies for absence.
- RPC24/0010 To receive Declarations of Interest under the Council's Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business. Declarations must be made verbally at the appropriate time as well as entered in the Interest Book).
- RPC24/0011 To receive and approve for signature the Minute of the Meeting held on 10th April 2024.*
- RPC24/0012 Review of Actions from previous meeting and to receive the Clerk's Report.*

Please note that this is a public meeting and you may be filmed, recorded and published.

Copies of all council papers are available to download at: www.ringsteadpc.org.uk

V3 01.05.2024

- RPC24/0013 To receive and approve the Balance of Accounts.*
- RPC24/0014 Chairman to sign off Bank Statements.*
- RPC24/0015 A. To receive and approve the Monthly 2024/2025 Budget Review
B. To receive Report from Finance Advisory Committee.
- RPC24/0016 Review and approve [Finance Regulations](#) & [Risk Management Scheme](#) as advised by the Finance Advisory Committee.
- RPC24/0017 Review & Approval that the Councillors [Code of Conduct](#) remains as previously approved without change.*
- RPC24/0018 Review & Approve the [Standing Orders](#)
- RPC24/0019 Review & Approval that the following policies/procedures held by the Council remain as previously approved without changed ([copies are available on the website](#)):-
- Awards of Grants & Donations
Complaints Procedure
Data Protection
Equal Opportunities
Lone Working
Press & Media
Retention of Documents
Training & Development
- RPC24/0021 Receive and approve Internal Audit.*
- RPC24/0022 To decide the future of the charity status of the reading room and its bank account.
- RPC24/0023 To receive correspondence in relation to anti social behaviour at Recreation Ground and agree action.
- RPC24/0024 To receive and funding request for a Children's Nature Trail Event taking place in June.*
- RPC24/0025 To receive and approve quotation for installation of flagpole at Community Garden.
- RPC24/0026 Approve request from resident to update deeds for plot at Churchyard, to allow an ashes burial on existing plot.
- RPC24/0027 Approve request from Community Group to loan litter picking equipment.
- RPC22/0028 To acknowledge payments made and approve any outstanding Invoices.

May-24

V1 01.05.2024

Payment Type	Payee	Net	VAT	Gross	Details	Budget	Budget Code	Spending Power
S/O	Lisa Ritchie	£621.64	£0.00	£621.64	Clerks Salary , new rate from Nov 2023	Staffing, Clerk Salary	31	LGA 1972, s112
S/O	Tony Knight	£449.97	£0.00	£449.97	Caretaker Salary, from 22.04.2024, 5 hrs Village Hall, 5 hrs Recreation Ground	Staffing, Housekeeper Salary	32	LGA 1972, s112
DD	HMRC	£155.40	£0.00	£155.40	Clerk PAYE	Clerks PAYE	31	LGA 1972, s112

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CARD	SSE Energy Solutions	£486.25	£24.31	£510.56	Street Lighting Electricity	Street Lighting Electricity	44	PCA 1957, s3
CARD	Valda Energy	£381.31	£19.07	£400.38	Village Hall Electricity	Village Hall electricity	61	LG(MP)A 1976, s19
BACS	Inkwell Printing	£122.00	£0.00	£122.00	Newletter Printing	Stationary	37	LGA 1972, s111
BACS	Wilby Tree Surgeons	£645.00	£129.00	£774.00	Tree Survey	Tree Works Tree Survey	21	OSA 1906, s 9 and 10
BACS	Wicksteed Leisure	£152.29	£30.46	£182.75	Signs for Gym Equipment	MUGA Mtce	77	LG(MP)A 1976, s19
BACS	MCM Alarms	£2,197.00	£439.40	£2,636.40	Installation of CCTV	Health and Safety	84	LG(MP)A 1976, s19
BACS	Colson & Loaring	£69.00	£13.80	£82.80	Repair gutters village Hall	Village Hall Mtce	16	LG(MP)A 1976, s19
BACS	Colson & Loaring	£152.29	£28.19	£169.15	Replace Stop Cock at Recreation Ground	Recreation Ground Works	86	LG(MP)A 1976, s19
BACS	JJB Grab Hire	2,709.00	£541.80	£3,250.80	Churchyard works	Church yard/cemetery mtce	40	LG(MP)A 1976, s19
CARD	BT			£155.25	Feb / March Invoices	Broadband and Telephone	36	LGA 1972, s111
DD	Anglian Water	£16.00	£0.00	£16.00	Water Village hall	Village Hall Water	65	LG(MP)A 1976, s19
DD	EON	£194.25	£9.71	£203.96	Rec Ground Electricity	Football Club electricity	88	LGA 1972, s111
DD								
				£9,731.06				
Payments to be approved								
BACS	Tony Knight	£165.88	£0.00	£165.88	Decorating 14.5 hrs @£11.44 p/h	Recreation Ground Works	86	LG(MP)A 1976, s19
BACS	NCALC	£962.83	£68.40	£1,031.23	Annual Membership	Annual Membership Internal Audit Data Protection Officer	17 34	LGA 1972 S143 LGFA 1982, s12
TOTAL				£1,197.11				

Vat Code

*tbc

1 - 20%

2 - 5%

3 - Nil VAT

Signed

Printed

Date

Signed

Printed

Date

Income

Receipts

10.04.2024	£122.34	£0.00	£122.34	24.04.2024	Interest	TSB	
24.04.2024	£21.60	£0.00	£21.60	24.04.2024	Refund	BT	
15.04.2024	£0.00	£3,078.51	£3,078.51	23.04.2024	VAT Reclaim	HMRC	

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19.04.2024	£78,837.24	£0.00	£78,837.24	23.04.2024	Precept	NNC	
09.04.2024	£18.00	£0.00	£18.00	09.04.2024	Village Hall Hire	Hirer	
09.04.2024	£39.00	£0.00	£39.00	09.04.2024	Village Hall Hire	Hirer	
04.04.2024	£180.00	£0.00	£180.00	09.04.2024	Recreation Ground Bookings	Hirer	
10.04.2024	£65.00	£0.00	£65.00				
			£82,361.69				

FOR REPORTING ONLY

RPC24/0029 Items for next agenda

RPC24/0030 Close Date of Next Parish Council Meeting: Wednesday 12 June 2024 at 1930

Ms L Ritchie
Clerk to the Council

*Background information provided prior to meeting

***The Agenda specifies the business that it is proposed to transact
(Local Government Act 1972 Sch.12 para 10 (2)(b))
and the Council cannot lawfully decide any matter which is not specified in the Agenda
(Longfield Parish Council v Wright (1918) 88 LJ Ch 119)***