

Doddington & Whisby Parish Council

Annual Parish Council Meeting

Agenda 12th May 2025

Dear Parish Councillors;

You are hereby summoned to the Annual Parish Council Meeting of Doddington and Whisby Parish Council to be held at the Grain Store Cafe, Doddington on Monday 12th May 2025 commencing at 7.30pm.

The meeting is open to the public and there will be a 15-minute public forum when members of the public may ask questions or make short statements to the Parish Council.

Kerrie Vickers 07.05.2025

Clerk and Responsible Finance Officer

Agenda

1. Election of Chair
2. Election of Vice-Chair
3. To resolve to suspend the meeting and hold a public forum
4. Public forum - members of the public may ask questions or make short statements.
5. District Council/County Council news/updates
6. Formal session - There can be no participation in meetings once public time has ended. Members of the public raising issues or questions should be aware that only items on the meeting agenda can be debated or decided at the meeting, unless the Parish Clerk has delegated powers to deal with it as urgent, e.g. highway repairs. The Chair may decide to answer a question asked by a member of the public or call on a fellow Councillor to do so, or, direct that a written response be given.
7. Welcome by the Chair
8. Apologies for absence
9. Co-option – to consider the expression of interests received to fill the 2 vacant Parish Councillor seats.
10. To receive any declarations of interest - In accordance with the Localism Act 2011 and consider any requests for dispensation in relation to Disclosable Pecuniary Interests or any other interests as outlined in the Council's Code of Conduct.
11. To agree the minutes of the Annual Parish Council Meeting held on Tuesday 28th May 2024 previously circulated to members and published in draft to the website as required under the Transparency Code for Smaller Authorities.

12. Finance

12.1 To formally authorise items of expenditure and note income and budget position.

Appendix A

12.2 To receive and note the Annual Internal Audit Report AGAR 2024/25

12.3 To consider, approve and sign the Annual Governance Statement AGAR 2024/25 (Section 1).

12.4 To certify the accounts before presenting, considering, approving, and signing the Accounting Statement for AGAR 2024/25 (Section 2).

12.4 To sign the Certificate of Exemption form. AGAR 2024/25 Form 2

13. Review

13.1 Asset register available to view [here](#)

13.2 To consider the adoption of the amended Standing Orders. Previously circulated with amendments explained to members.

13.3 To consider the adoption of the amended Financial Standing Orders. Previously circulated with amendments explained to members.

13.4 To review and approve the continued method of payment via bank transfer, Direct Debit or cheque as per Financial Standing Orders.

13.5 To review and approve the schedule of regular payments due in relation to a continuing contract or obligation. **Appendix B.**

14. Planning – n/a

15 Crossing Update – to receive an update.

16 Clerks Report – to receive any updates on any outstanding matters of business.

17 Councillors Reports – to receive any news, issues or concerns from individual Parish Councillors.

18 Correspondence – to receive any correspondence that has not been previously circulated.

19 Date of next meeting

Appendix A

Items of expenditure to authorise and items of income to note.

Date	Method	Payer/payee	Details	Income	Expenditure
21.02.2025	Direct Debit	Npower	Street light electricity		-63.82
28.02.2025	BACs	K Vickers	Salary		-245.80
28.02.2025	Service Charge	Unity Trust Bank	Service charge		-6.00
10.03.2025	VAT Refund	HMRC	VAT refund	278.9	0.00
26.03.2025	Direct Debit	Npower	Street light electricity		-30.82
27.03.2025	BACs	K Vickers	Salary		-246.00
27.03.2025	BACs	Eon Energy	Street light maintenance		-19.20
31.03.2025	BACs	Unity Trust Bank	Service charge		-6.00
01.04.2025	B/P	NKDC	Precept	6750	0.00
04.04.2025	B/P	LALC	Annual subscription		-71.70
04.04.2025	B/P	Paula Marie	Deposit for VE Day Performance		-50.00
28.04.2025	B/P	Paula Marie	VE Day Performance		-250.00
28.04.2025	B/P	Kerrie Vickers	Salary		-246.00
31.04.2025	Service Charge	Unity Trust Bank	Service charge		-6.00

Budget to date to note

Expenditure		Budget	Actual
Salaries		3,600.00	-231.00
Expenses		250.00	-15.00
Maintenance		1,500.00	0.00
Fee's/Subscriptions		400.00	-71.70
Insurance		600.00	0.00
Office Running Costs		50.00	-6.00
Election Costs		200.00	0.00
S137 Expenditure		150.00	0.00
CIL			-300.00
Total expenditure			-623.70
Income			
Precept		6,750.00	
Other receipts - interest			
VAT refund			
Total receipts		6,750.00	
Balance Sheet			
Balance B/FWD		27,020.94	
Precept		6,750.00	
Other receipts			
Staff costs			-231.00
All other payments			-92.70
CIL			-300.00
		33,770.94	-623.70
Current Account		8,682.25	
Savings Account		24,464.99	
Balance of accounts		33,147.24	

Appendix B

Schedule of regular payments due in relation to a continuing contract or obligation.

Arthur J Gallagher	Insurance premium	Paid annually by BAC's
Eon Energy	Street light maintenance contract	Paid quarterly by BAC's
HMRC	PAYE	Paid monthly by direct debit
ICO	Annual subscription	Paid annually by direct debit
Kerrie Vickers	Salary	Paid monthly by direct debit
LALC	Annual subscription/training	Paid annually by BAC's
Microsoft	Software subscription	Paid annually by BAC's
Npower	Street light electricity	Paid monthly by direct debit
Unity Trust Bank	Service charge	Paid monthly direct from account