



## **Hannah Hepworth** **Proper Officer / RFO Goxhill Parish Council Report June 2024**

The following have been completed in May 2024.

### **May 2024 Full Parish Council Meeting:**

- Planning – the comments have been added to the portal.
- General correspondence – general correspondence has been replied to
- Xero – the set up, reconciled with the bank and expenditure and income has been entered for April and May
- Cllr Hannigan has confirmed he could do the second Thursday of the month
- Declaration of acceptance of office for the Chair and Vice Chair were signed in the presence of 2 Councillors
- £22000 to be transferred to reserves. £3000 to ear-marked reserves
- The Community Café has been advertised on the GPC Facebook
- Katrina Favell’s declaration and co-option has been registered with Democratic Services and NLC.
- Katrina’s appointment has been communicated on the Facebook Page
- A Councillor email has been set up for Katrina Favell
- The Cllr details on the noticeboards and website have been updated
- Cllr Spilman submitted her resignation on 1 June 2024 with immediate effect. I am currently informing Democratic Services and NLC.
- NLC have been asked for an update on the Community Event Feedback with the following response received: “Currently the senior leadership team are determining the final content and format. We will undertake our own communication and advertisement nearer to the time”.
- The Emergency Plan has been updated
- The GPC meeting has been advertised on Facebook

### **Finance :**

- The Internal Audit information has been collated and sent to the internal auditor with clear timescales for the report
- The draft AGAR has been submitted to the auditor for his comments to be added when the audit is compiled
- An extra ordinary meeting will need to be held in June if the internal audit is not received before 6<sup>th</sup> June
- VAT for Quarter 4 has been submitted

### **Playing Field:**

- Quotes for a replacement gate have been requested
- Quotes for an inclusive swing have been requested

### **Cemetery:**

- 3 plots for the right of burial have been reserved. A further plot has been purchased and is occupied
- Burial records and forms have been completed

### **Parish Rooms**

- A tool box has been put together with basic tools and is located in the cleaning box
- The faulty kettle has been replaced
- The chairs in the Parish Room have been tightened

### **Millennium Green Trust**

- The Co-op bank has been informed that the Councillors forming the Sole Trustee of the Goxhill MGT are unable to agree to supply the necessary details for each Councillor to facilitate the opening of a bank account and to ask if the bank has any suggestions as to other options. A response has been received that the bank account can not be opened and no other suggestions have been made.
- The Charity Commission have been informed that Goxhill Parish Council acting as Sole Trustee of the Goxhill Millennium Trust, Charity no 1077394 are unable to agree to the conditions required to open an independent bank account for the MGT (Charity Law and Legislation) and to ask if the Charity Commission has any advice as to how to proceed. No response has been received as yet
- Mark Nettleton has agreed to continue with the GPC contract for the grass cutting until he hears otherwise
- Toilets have been booked for the D Day event and paid for
- Clarification has been sought from the insurance company, specifically stating that concern has been raised by Parish Councillors about the insurance of this event and due diligence with it NOT being a GPC event. The response has been communicated in writing to Parish Councillors.

### **Other**

I have completed the following training:

- VAT for registered councils training with ERNLLCA
- VAT for unregistered councils training with ERNLLCA
- EV Charging Point Funding training
- Finance for Councillors
- Being a Good Councillor Part 1 with ERNLLCA

Hannah Hepworth  
4/6/2024