



Hannah Hepworth

Proper Officer / RFO Goxhill Parish Council Report November 2024

Full Parish Council Meeting:

- The website has been updated and missing finance reports, minutes etc have been sent to Kyanite to be uploaded. Changes of Chair have been requested to be updated. The following documents have been requested to go on the website:

Clerks reports for Oct and Nov

Financial reports for Sept, Oct

Current Earmarked Reserves

1st and 2nd Quarter Budget Checks for 2024/5

An up to date Asset list

Parish Rooms committee agendas and minutes for all meetings for 2024

October's minutes for the MGT committee

The following changes have been requested on the website:

Committee members:

PROW - add Heather Jaques

Cemetery - add Heather Jaques

Personnel - Remove Sam England, add Katrina Favell

MGT - add Heather Jaques and Barrie Clayton

On the "Your Councillors" page:

Sam needs putting as chairman and Jack needs removing as Chairman

- The LA's final response to the Community Governance Review was circulated

Finance:

- The financial report has been produced
- £756 received in cash has been banked intact
- Cheques received have been banked
- The draft budget has been compiled
- The bank has been contacted regarding the MGT bank account and signatories for the mandate; this have to be the same signatories for all accounts

Playing Field:

- Quotes have been received for the removal of tree / cutting back of hedges
- Agenda and minutes have been produced for the Committee Meeting, displayed on noticeboards, website and circulated
- The budget has been discussed with the committee and the figures have been put into the draft budget for 2025-2026
- The Committee Meeting has taken place
- The Community Grant has been re-written and signed by the Chair of GPC and is ready for submission

PROW and verges:

- Tenders have been summarized
- A PROW complaint has been investigated and passed to NLC
- Agenda and minutes have been produced for the Committee Meeting, displayed on noticeboards, website and circulated
- The budget has been discussed with the committee and the figures have been put into the draft budget for 2025-2026
- The committee meeting has taken place

Cemetery:

- A deed that was not correctly completed in 2016 has been reissued due to issues this has caused with the Deed Owner's solicitor / will
- Three Cremated Remains Plots have been purchased
- Cemetery management package exact cost has been sourced
- Agenda has been produced for the Committee Meeting, displayed on noticeboards, website and circulated
- The Unstable Stones notice has been reissued due to an error in it with new time frames
- Research into the necessity of publishing in the paper has taken place and this is not necessary – this has been put on Facebook instead
- Stakes and binding have been ordered and the stones are now secure
- Signs have been laminated and put on the stones with the wording from the 1987 Burial Act
- Letters have been sent to the addresses we hold for the relatives of the graves identified with unstable stones
- 4 interments of ashes and one burial have been booked for 11 December 9.30am, 16th December and 20th December.
- Deeds of Right of Burial have been issued

Parish Rooms

- The excess for the claim of £125 has been paid to move this forward and we are now awaiting the Scope of Works
- Agenda and minutes have been produced for the Committee Meeting, displayed on noticeboards, website and circulated
- The budget has been discussed with the committee and the figures have been put into the draft budget for 2025-2026

- The committee meeting has taken place

Millennium Green Trust

- Agenda has been produced for the Committee Meeting, displayed on noticeboards, website and circulated

Personnel Committee

- The Clerk's annual appraisal has taken place
- Agenda and minutes have been produced for the Committee Meeting, displayed on noticeboards, website and circulated
- The budget has been discussed with the committee and the figures have been put into the draft budget for 2025-2026
- The committee meeting has taken place
- Three quotes have been obtained for the large screen

Other

- Roger Bucknall has been instructed to start work on the information board
- Footpath books have again been replenished at South End noticeboard and supplied for the Church for the walking group
- I have attended ERNLLCA training on Appraisals
- A notice asking if there are residents or councillors who wish to make a Working Group facilitated by some of the Parish Councillors to organise events and if there is any interest then the Council will consider applying for the VE and VJ grants of £250 each has been put on Facebook
- Bin collections over Christmas have been put on Facebook

Hannah Hepworth
1/12/2024