

Monk Fryston Parish Council

NOTICE OF MEETING

I hereby give notice that a meeting of the Parish Council of the above-named Parish will be held at the Community Centre, Old Vicarage Lane on Tuesday 21 November 2023 at 7.30pm.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. Dated this 16th November 2023

AGENDA

Item		Lead												
1	<ul style="list-style-type: none"> a To receive apologies for absence given in advance of the meeting b To record apologies for absence not given in advance of the meeting c To consider the approval of reasons given for absence 													
2	<ul style="list-style-type: none"> a To receive declarations of interest b To receive early verbal notice of any Councillor's intention to raise amendments to motions on the agenda as per Standing Order 1g. 													
3	Confirmation of Minutes													
	<ul style="list-style-type: none"> a To confirm as an accurate record the Minutes of the Meeting held on 17 October 2023 b To confirm as an accurate record the Minutes of the Extra Ordinary Meeting held on 31 October 2023 													
4	Residents Issues (15mins allocated to receive residents representations to the Council)													
	<ul style="list-style-type: none"> a None received 													
5	Planning	Chair												
	<ul style="list-style-type: none"> 1) To agree consultation responses to the following planning proposals: <ul style="list-style-type: none"> a Public Engagement in Planning - Consulting on the Draft Statement of Community Involvement. Email 9.11.23 refers 2) Decision notices received <ul style="list-style-type: none"> a None received 													
6	Finances	Clerk												
	<ul style="list-style-type: none"> a Authorised payments since last meeting: <ul style="list-style-type: none"> 1 Bank Statement to 31 October refers (issued under separate cover). 2 Debit card payments (2) to Festive Lights for sundry items totalling £152.06 b Current Account <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Current Account as Statement to 31 October 2023</td> <td style="text-align: right;">£29,289.63</td> </tr> <tr> <td>Previous Balance</td> <td style="text-align: right;">£34,563.64</td> </tr> <tr> <td>Cash received</td> <td style="text-align: right;">£00.00</td> </tr> <tr> <td>Cheques issued and cleared</td> <td style="text-align: right;">£5,274.01</td> </tr> <tr> <td>Cheques not cleared</td> <td style="text-align: right;">£00.00</td> </tr> <tr> <td>Cash available when all cheques cleared</td> <td style="text-align: right;">£29,289.63</td> </tr> </table> c Savings Accounts 	Current Account as Statement to 31 October 2023	£29,289.63	Previous Balance	£34,563.64	Cash received	£00.00	Cheques issued and cleared	£5,274.01	Cheques not cleared	£00.00	Cash available when all cheques cleared	£29,289.63	
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Monk Fryston Parish Council

Item		Lead
	<p>Yorkshire Bank £19,213.33</p> <p>Skipton BS £74,759.50</p> <p>Nationwide BS £72,107.90</p> <p>d Future Commitments / Income</p> <p>Liabilities as set out in Balance Sheet schedule (-) £8,064.00</p> <p>Creditors (+) £719.49</p> <p>Total Commitments (-) / Income (+) (-) £7,344.51</p> <p>e Cash Book</p> <p>Cash Book Balance at 13 November 2023 £29,289.63</p> <p>f Current Account / Cash Book Reconciliation</p> <p>The 'Cash available when all cheques cleared' (b above) reconciles with the 'Cash Book balance when all cheques cleared' (e above)</p> <p>g Expenditure / Budget comparison</p> <p>The comparative expenditure through to the end of October was £18,044 against a forecast of £13,260.</p> <p>h Capital Reserve Statement</p> <p>Amount ring-fenced for capital expenditure is £148453.</p> <p>Amount ring-fenced for CIL expenditure is £5,128.</p> <p>Remaining reserve for non-capital expenditure is £31,790.</p> <p>i Audit Control</p> <p>Councillors to confirm that they are satisfied that the above demonstrates that the PC is maintaining an effective system of audit and control including taking account of commitments and liabilities as required by the annual audit.</p>	
7	<p>Clerks Update</p> <p>a The JBC internet account with Unity Trust Bank is now open. The transfer of funds from it's Virgin account is in the process of being arranged</p> <p>b The Scribe accounting system is now in place and the process of adding data to it has commenced.</p> <p>c The Christmas motifs and sundry installation items have been purchased. The power has been provide at each lamp post and arrangements are in place to complete the installations</p>	Clerk
8	<p>Motions (<i>in bold italic</i>)</p> <p>a <i>To make payments in accordance with payments schedule</i> (issued under separate cover)</p> <p>b <i>To consider and agree the 2024/2025 budget and precept</i> (draft issued under separate cover)</p> <p>c <i>To agree the Joint Burial Committee precept in absence of any request from the JBC</i></p> <p>d <i>To authorise the Clerk to purchase on a best value supplier basis</i></p> <p style="padding-left: 20px;">i. <i>a YardMaster shed 10' x 10'</i> (details issued under separate cover)</p> <p style="padding-left: 20px;">ii. <i>a floor support kit for shed</i></p> <p style="padding-left: 20px;">iii. <i>integral shelving unit for shed</i></p> <p style="padding-left: 20px;">iv. <i>flooring for shed</i></p> <p style="padding-left: 20px;">v. <i>2 off combination locks for shed</i></p> <p>e <i>In connection with the construction of a base for the YardMaster shed to delegate to the clerk the responsibility for purchasing</i></p> <p style="padding-left: 20px;">i. <i>aggregate for concrete base</i></p> <p style="padding-left: 20px;">ii. <i>cement for concrete base</i></p> <p style="padding-left: 20px;">iii. <i>shuttering for concrete base</i></p>	Chair

Monk Fryston Parish Council

Item		Lead
	<p style="text-align: center;">iv. any further sundry items required to facilitate the construction of the base</p> <p>f To consider the request from a resident for a memorial bench on the green at Chestnut Green (email 29.10.23 refers)</p> <p>g To delegate to the Clerk authority to pay against any invoices falling due before the January meeting</p> <p>h To agree a procedure for addressing any planning application consultations that fall due before the January meeting</p> <p>i To purchase and gift a 12ft Christmas tree to the Church as part of the PC's Christmas decorations initiative in the village. Approximate cost £115.</p> <p>j To sponsor the floodlighting of St Wilfrid's Church for one week at a cost of £35 (email 12.10.23 refers)</p> <p>k To consider the application for a grant received from Monk Fryston Pre-School and to determine an appropriate award (application issued under separate cover)</p> <p>l To consider the application for financial assistance received from the Citizens Advice Bureau and to determine an appropriate award (email 13.10.23 issued under separate cover refers)</p> <p>m To delegate to the Clerk the authority to purchase winter plants and compost from local suppliers on a value engineered basis up to a maximum sum of £430</p> <p>m To identify any items requiring repair and / or maintenance and to agree action</p>	
9	Discussion Items	Chair
	a Residents issues received under item 4	
10	Updates on actions agreed at previous meetings	
11	Committee and Group updates	Various
	a Burial Committee.	Cllr NS
	b Planting Group	Cllr AS
	c Road Safety Working Group	Cllr MB
	d Highways and Footpaths Group	
	e Comms Group	Cllr MB
12	Correspondence	
	<p>POST IN</p> <p>a Unity Trust Bank: confirmation of additional registered users</p> <p>b Unity Trust Bank: confirmation of JBC account set up</p> <p>c Unity Trust Bank: instructions for setting up internet JBC account</p> <p>d Unity Trust Bank: confirmation of additional JBC account registered users</p> <p>POST OUT</p> <p>a None</p>	
13	Items For Next Meeting	All
	a Items to be with Clerk before 6th January for next meeting on 16th January	

SCHEDULE OF PAYMENTS			Meeting	Tuesday, 21 November 2023	
Payee	Invoice No	Amount	Vat	Item	Pay Ref
YLCA	Inv-1168	33.40	n/a	Training fee for Clerk	2111
TigerPrint	95306	154.00	n/a	printing of newsletter	2112
Scribe: Starboard Systems Ltd	INV-4700	788.40	incl	Set up and annual fees 2023	2113
MF and H Community Association	23170	30.00	n/a	room hire	2114
SLCC	MEM245899-1	112.00	n/a	Clerk's SLCC membership fee	2115
Total		£1,117.80			

BUDGET BUILD UP FOR 2024.25

2024.25

Item

Definite Fixed Costs	12660
Clerks Salary	5250
Clerk Use of Facilities	240
Clerk National Insurance	0
Statutory Insurance	450
Burial Committee	1695
Internal and external Audits	425
Grass Cutting	3500
Electricity for lighting	1100
Definite Variable Costs	2418
Lighting repairs	200
Office Running Expenses	1000
Banking Costs	108
Website costs	0
Room Hire	300
Councillor expenses	210
Winter Gritsand	600
Optional Costs	39110
Chestnut Green tree inspections	1500
Grants	1719
Prof Memberships	482
Training	850
Village decoration (planting)	3500
Village decoration (Christmas lighting installation)	1000
Cleaning of bus shelters and benches	350
Newsletter x4	700
Legal Advice	
VAS sign maintenance	10
Relocation of bench at Chestnut Green	3000
MUGA seed fund	15000
Traffic scheme Water Lane	2500
Additional Christmas lights	5000
Gate at Triangle	1500
Fence painting on Mount	1500
MUGA planning application	500
Total	54189

BUDGET BUILD UP FOR 2023.24

2023.24 (PRECEPT £20,604)

Item

Definite Fixed Costs	12023
Clerks Salary	4693
Clerk Use of Facilities	286
Clerk National Insurance	0
Statutory Insurance	491
Burial Committee	1584
Internal and external Audits	328
Grass Cutting	3441
Electricity for lighting	1200
Definite Variable Costs	1830
Lighting repairs	218
Office Running Expenses	819
Room Hire	378
Councillor expenses	196
Winter Gritsand	218
Optional Costs	8022
Grants	1607
Prof Memberships	450
Training	750
Village decoration	3749
Cleaning of bus shelters and benches	407
Newsletter x4	525
Legal Advice	525
VAS sign maintenance	10
Total	21875

^ included in Village Decoration

Monk Fryston Parish Council Document 004		Page 1 of 2
Policy and Procedure for Funding Support		Rev: 4.0
Prepared by: Bill Holmes Agreed by Policies and Procedures Committee		Issued: 21/3/2023
Approved at Policies and Procedures Committee Meeting Dated: 21st March 2023 Minute reference 3b		
Copy	Distribution	
1	All Councillors	
2	Clerk	
3		
4		
5		

Document Distribution

Document Change History

Rev	Date	Author	Verified	Section	Change Description
1	7/2/12	BH	PC	new	None
2	2/9/14	BH			
3	26/10/2019	BH	PC	2	Finance data
4	21/3/21	BH	Policies and Procedures Committee		Updated to funding policy from grants policy using NALC template as guide

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- **Summary**

This document covers the Policy and Procedure applicable to Funding Support allocated by Monk Fryston Parish Council. This Policy has been compiled using the YALC template. There are several Funding Support areas that the Parish council has duties or powers to give and/or manage. The Parish Council will review the requirement for Funding Support provision during the compilation of the budget and setting of the annual precept. Subject to operating conditions, the funding will be made available in line with the appropriate legislation.

- **Grants or Loan**

The parish council is empowered to make either a grant or a loan following a request for funding. The parish has a finite amount of funds available, and we need to maximise the benefits of these funds as much as possible.

In cases where funding will give a long-term reduction in costs to the applicant the Parish Council will only consider requests for loans. These loans will need to be repaid to the parish council so that other members of our community can benefit from funding. This procedure applies equally to Grants and Loans.

- **Guidelines**

- **Funding Support Applications**

- Groups within the parish can apply to the fund. Those outside the parish who can demonstrate direct benefit to the inhabitants will also be eligible to apply. Funding Support awarded will be on a pro-rata basis according to the number of members from Monk Fryston.
- Groups will apply to the fund using the agreed application forms. A and B.
- The Parish Council will consider all applications in accordance with the appropriate legislation.
- The Parish Council will consider the application at the next available ordinary council meeting.
- The Maximum value of any award shall normally be £500
- Where the Funding Support request is above £500 then the Parish council may apply further due diligence to provide further assurances that its monies are used to the best possible advantage of its residents.
- All applications will be considered with regard to financial stability of the groups and judged on their own merits; particular attention will be given to the group clearly demonstrating the need for the project.as detailed in form A of the application.
- Groups must supply the following accompanying documentation:

- A copy of the most recent audited accounts, including an up-to-date balance sheet
 - A copy of the constitution or rules of the group
 - Provide proof that the group has a bank account with two signatories.
 - Provide a 12-month forward plan (activities and finance) and where larger Funding Support are requested a business plan will be required. A larger Funding Support shall be a Funding Support in excess of £5000.
 - Groups based outside the parish to indicate total number of members and number of members that reside in Monk Fryston.

- The parish council will decide whether to award:-
 - The full extent of goods and services applied for as detailed on the request.
 - Part of the goods and services applied for as detailed on the request
 - To undertake the full request as a Parish Council 'Project'

- In consideration of any award the parish council will consider the numbers of members that are residents of the parish. If a Funding Support is awarded it will then be given on a % commensurate with the number of parish residents normally up to a maximum of £500.
- Within any financial year retrospective applications (ie for projects already completed) will be allowed on the following conditions: -
 - Council will adjudge at the time of application whether the project was urgent.
 - Council will consider the financial situation of the group at the time.
 - Applications for retrospective Funding Support outside the current financial year will not be considered.

- **Powers and Duties**
 - The Parish council will only make awards in accordance with the appropriate duty or power.
 - Any Funding Support awarded outside its duties and powers will be limited by the S137 allowance. This must be a direct benefit to the area or any part of it or to all or some of the inhabitants of the area.
 - Funding Support awarded in line with its duties and powers are subject to limits as set in the annual budget.

- **Budget Provision**
 - No Funding Support will be given above the value of the Funding Support budget set by the Parish Council.
 - The Parish Council may need to withdraw all or part of the Funding Support budget depending on current Parish Council Priorities.
 - The scheme will support both capital and revenue projects. Projects with total cost of £500 and below will be eligible to apply for funding.
 - If a Funding Support award exceeds the annual budget allocation, then a motion for virement shall be made prior to the awarding of any Funding Support.
 - The RFO shall confirm that sufficient funds are available prior to confirmation of award.

- **Funding**

- **S106**

- Where a Funding Support has been allocated as S106 monies then this will be issued to the Parish Council by the appropriate authority.
 - S106 monies shall be released by the Parish Council on the production of an invoice.
 - Where the S106 Funding Support is for the full project requirement then the Parish Council may consider taking this on as a project before the application to the appropriate authority is made.

- **Other Funding matters**

- Groups will be expected to contribute some of their own funds to the project although a set percentage has not been agreed. However, where possible a group will be expected to make some contribution from its own funds.
 - Where partnership funding is being sourced outside the parish, the council must see that such funding has been secured prior to awarding a Funding Support.

- **Loans**

Where funding provided is via a loan this will be subject to a separate legal agreement between the applicant and the council. Any agreement will be approved at a full council meeting. The agreement must include:-

- Purpose of the loan
 - Loan value
 - Interest rate applicable
 - Repayment term
 - Default conditions
 - Loan Guarantors

- **Procurement**

- Where the goods and services are procured by the applicant the Parish Council will release the funding on the production of an invoice.

- **Application Deadlines**

- There will be two deadlines for application – 30 September and 28 February. Council will normally advertise availability of the scheme two months in advance via the council's website and (any other medium).
 - For each deadline the council will make available 50% of its annual Funding Support budget.

- **Funding Support Monitoring and Control**

The following information will be recorded by the Clerk and RFO in the management of any Funding Support received and awarded.

For Parish Council Use Only					
Date Received		Discussed at meeting held on			
Funding Support type		Grant		Loan	

Funding Support Agreed		Full/Part {F/P}		PC Project {Y/N}	
Value of Funding Support Awarded					
Councillors Present	See meeting minutes.				
Invoice Received		Invoice Date			

-

- **Appendix A Funding Support Application form**

- **Application Guidelines**

- Applications must be submitted using the forms A and B
- Applications will not be considered if there is missing, or incomplete information submitted.
- Applications submitted are limited to those specific goods and services detailed by the applicant on the application form A.
- Applicants must complete the application form Appendix A and B and send to the Clerk
- Costs submitted in form A will be inclusive of VAT.
- Subject to available budget the Parish Council may decide to procure goods and services directly as a Parish Council Project. In this case the Parish Council will procure these goods and services and donate them to the applicants' organisation.
- The Parish Council will review the application on its merits and award all or part of the Funding Support in line with the appropriate legislation.
- Where the goods and services are procured by the applicant the Parish Council will release the funding on the production of an invoice.
- Groups can apply once per year but may bid for several elements of a project in the application. There is no cash alternative.
- The Parish Councils decision on the allocation of Funding Support is final.
- Where funding support is over £1000 the parish council will request a benefit realisation statement 12 months after the materials or services were procured.
- To assess the value of any award the Parish Council will consider the current financial status of the applicant.
 - Groups will be expected to supply the following accompanying documentation:
 - A copy of the most recent audited accounts, including an up-to-date balance sheet
 - A copy of the constitution or rules of the group
 - Provide proof that the group has a bank account with two signatories.
 - Provide a 12-month forward plan (activities and finance) and where larger Funding Support are requested a business plan will be required. A larger Funding Support shall be a Funding Support in excess of £5000
 - Groups based outside the parish to indicate total number of members and number of members that reside in Monk Fryston.
- Form B must be completed to provide evidence of your organisations current financial position.
- The Parish Council may ask your organisation for further supporting documentation as required.

- Information supplied in the application falls under the data protection regulations details of which can be found on the Parish council web site.
- Where funding support is by a loan this will be subject to a separate legal agreement

- **Application submission**

Please complete form A **and** B and send to

Mr P. Scott, Clerk to Monk Fryston Parish Council, 24 Moss Row
 Wilsden BD15 0EP
 Or e-mail
 clerk@monkfrystonparishcouncil.net

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- **Application form Part A**

Monk Fryston Parish Council Funding Support Application

Name of Group	Monk Fryston Pre-School - charity number 1031824		
Purpose of Organisation	Monk Fryston Pre-School is a committee run Pre-School governed by Ofsted member of the Pre-School learning alliance. It is also a registered charity. The school looks after children and supports families in the local area. The Pre-School was established 50 years ago to provide a safe, friendly and stimulating environment where children aged two to primary school age are able to learn through play and self initiated activity.		
Type of Funding Support	Loan		Grant
Provide a detailed description of the project and who will benefit from it	Monk Fryston Pre-School is committed to providing the highest quality care and education for children from age 2 to primary school age. The pre-school is Ofsted Quality, Care, Learning and Development and aims to work in partnership with Parents/Carers to help children learn and develop to their full potential. In order to do this, staff need to communicate with parents on a regular basis. The Pre-School uses an APP called Tapestry which is able to send updates, photos and reports to parents on a regular basis. The staff require tablets to be able to do this. Unfortunately we are currently only two working tablets between four members of staff and these are becoming less and less reliable. We are requesting a grant for 4 Ipad tablets so that staff are able to complete these observations and communicate with parents more effectively. The tablets would also be used to register children and support their learning by recording progress and next steps for each individual child in their Record keeping, demonstrating children's progress and communication with parents. This is also a key focus for Ofsted. Therefore, the introduction of these tablets is essential for future inspections. We would be very grateful for any help that you would be able to offer.		
Say how you know there is a need for your project	There are currently only two tablets between four members of staff. These are becoming less and less reliable and need replacing. Due to the nature of the Pre-School and the different areas in use, we are requesting 4 tablets so that each member of staff to have one.		
Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them)	We have not approached any other funder at this time.		

Please tell us the stage at which your other applications are at, ie just applied, awaiting outcome of application or funding confirmed.	We do not have any other applications in place at this time.		
Full Cost of Project incl VAT	£1276 (£319 x 4) Ipads £39.96 (9.99 x 4) Ipad cases Total - £1315.96		
What contribution to these costs would you like from the parish council?	If possible, we would be very grateful for the full amount of £1315.96 however, we would appreciate any contribution towards the costs.		
Is this contribution for only a specific element of the project? If so specify the element	It would be for the total cost.		
What is the structure of your organisation?	Informal group <input type="checkbox"/> Registered charity <input checked="" type="checkbox"/> Other <input type="checkbox"/> Please give details below ...The charity number is 1031824		
Quote received {Y/N}	Yes	No of Residents who will benefit	25 families currently, rising to 28 in January.
			Are You VAT Registered {Y/N}
Declaration	I confirm that the Funding Support applied for is for the benefit of residents of Monk Fryston. Yes.		
Main group contact: (full name and title)			
Position in Group	Chair		
Address			
Telephone		E-Mail	
Signed		Date	06/11/2023

- **Application form Part B**

In order to assess the applicants 'need' for a Funding Support please complete the financial statement below.

Monk Fryston Parish Council Funding Support Application	
Name of Organisation	Monk Fryston Pre-School
Actual Current value of Cash Assets (Bank accounts and cash in hand)	The aim is to retain sufficient funds to support ongoing running of the preschool for at least one term, should income streams dry up for an unforeseen reason.

Estimated Current Value of non-cash assets. (Buildings and equipment)	There are no buildings as the hall is rented. The equipment value would be negligible (furniture and toys).
Total value of assets	

Supporting information checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
Group constitution or set of rules	
A copy of the most recent audited accounts, including an up-to-date balance sheet	x
Evidence of planning permission (if necessary)	
Quotes for capital items and works over £500	x
Three most recent bank account statements	x
Provide proof that the group has a bank account with two signatories.	x
Twelve-month forward plan: activities and finance (applications £5,000 and under)	x
Business plan for the next three years (applications over £5,000)	

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Home > Sheds > Metal Sheds > 10' x 10' Yardmaster Green Metal Shed 1010GEYZ (3.03m x 2.98m)

You added 10' x 10' Yardmaster Green Metal Shed 1010GEYZ (3.03m x 2.98m) to your shopping cart.

EXPRESS DELIVERY AVAILABLE

10' x 10' Yardmaster Green Metal Shed 1010GEYZ (3.03m x 2.98m)
Product Code: BSD17493

Shed Only: ~~£534.99~~ **£459.99**

Total Price (inc. V...)

Reassuringly robust, supremely stylish and backed by a superb 15-year anti-rust guarantee, this premium-quality metal shed is the perfect place to safely house your

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ALLOW COOKIES

My Basket

1x 10' x 10' Yardmaster Green Metal Shed 1010GEYZ (3.03m x 2.98m) BSD17493

Shed Only:
1x 10' x 10' Yardmaster Green Metal Shed (3.03m x 2.98m) £459.99

Optional Floor Support Kit:
1x 10x10 Floor Support Kit £119.99

Optional Integral Shelving:
1x 3 Tier Steel Shelf Unit £69.99
£649.97

Subtotal: £649.97

CHECKOUT or [View Basket](#)

Live Chat

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https://www.yardmasterstore.com/checkout/cart/

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Emerald Deluxe Metal Shed 1010GEYZ 1 **£649.97**

Optional Floor Frame: Steel Floor Frame
3 Tier Wall Mounted Steel Shelf Unit: Steel Shelf Unit

Clear Shopping Cart Update Shopping Cart

Summary

Estimate Shipping and Tax


Subtotal	£649.97
Shipping (Standard - Delivery by Courier)	£0.00
Tax	£108.33
Order Total Incl. Tax	£649.97
Order Total Excl. Tax	£541.64

Apply Discount Code

Proceed to Checkout

10' x 10' Yardmaster Green Metal Shed 1010GEYZ (3.03m x 2.98m)

Product code: SHS17220



EXRESS DELIVERY AVAILABLE

5-10 Days Delivery

15 Year Guarantee

Cleverly designed, built from premium materials with a 15-year anti-rust guarantee, this green metal shed is the ideal storage solution for your garden equipment, outdoor furniture and bicycles.

- 15-year anti-rust guarantee
- Constructed from hot-dipped galvanised steel
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- Unique 7 layers of protection
- Maintenance-free
- Made in the UK

Shed Only

£459.99

Express Delivery (postcode exclusions apply)

Standard Delivery +£0.00

My Basket

1 x 10' x 10' Yardmaster Green Metal Shed 1010GEYZ (3.03m x 2.98m) SHS17220

Shed Only:
1 x 10' x 10' Yardmaster Green Metal Shed 1010GEYZ (3.03m x 2.98m) £459.99

Optional Floor Support Kit:
1 x 10x10 Floor Support Kit £119.99

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£649.97

Subtotal: £649.97

CHECKOUT or [View Basket](#)