

Grandborough Parish Council

Jayne Moore, Clerk and RFO

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Minutes of the Extraordinary Meeting of Grandborough Parish Council Held on 5th August 2025 at 7.30pm at Grandborough Village Hall

Cllrs present: Cllr A Jackson, Cllr S McArthur, Cllr R Lee, Cllr R Davies. Cllr H McBreen

In attendance: Jayne Moore, Clerk & Responsible Finance Officer. No members of the public were in attendance.

Start 7.30pm

1. Introduction: By Chair: meeting was called to approve the AGAR forms for 2024- 2025

2. Apologies: none

3. Declarations of interests

3.1. To declare any personal interests or prejudicial interests in items on the agenda and their nature. None.

3.2. To receive, consider and approve any requests for dispensation relating to agenda items. None.

4. Minutes of previous meeting: To review and if appropriate, approve the minutes of the Parish Council meeting held on 1st July 2025.

Resolved: the minutes of the previous meeting held on 1st July were an accurate record of that meeting. *Proposed* Cllr R Davies. *Seconded* Cllr R Lee.

Action: JM to put signed minutes (including Finance Sheet) up on the website and Cllr R Davies to put up on the noticeboard.

5, To review and sign AGAR files, where appropriate.

5.1 Certificate of Exemption AGAR 2024/25 Form: signed by Responsible Financial Officer (RFO) and Chair.

Action: JM to send to Moore (external auditors)

5.2 Annual Internal Audit Report: previously signed on 24/07/2025 by Trevor B Gill, auditor.

5.3 Section 1 Annual Governance Statement: signed by RFO and Chair.

5.4 Section 2 Accounting Statements 2024/2025: signed by RFO and Chair.

5.5 Analysis of Variances.

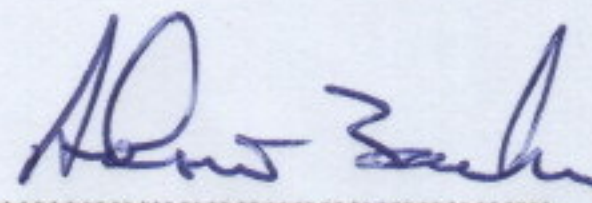
Resolved: This analysis was accurate.

5.6 Bank Reconciliation

Action: JM to send out sheet with draft minutes. The reconciliation states the bank balance as per the bank statement at 31.3.2025.

5.8.2025.1

Signature



5.7 Notice of the period for exercise of public rights, signed by RFO.

Action: Cllr R Davies to put up on the noticeboard.

Action: JM to put items 5.2 to 5.7 on GPC website.

6. Finance

6.1 To approve for payment Tim Williams £110 + £100, RB Hall £885.50, Trevor Ball £250. Moore UK £48 (credit note for received), WALC training £42.

Resolved: All payments including expenses approved. *Proposed* Cllr McArthur. *Seconded* Cllr Davies

Action: JM to post cheques and Cllr Jackson to deliver cheque to T Williams by hand.

Action: JM to circulate up to date financial situation with draft minutes.

6.2 To discuss new litterbin cost (£297). PC agreed to discuss this at a future meeting.

6.3 To approve expenses for Councillors. Cllr Jackson presented expense of £14.99.

6.4 To discuss PAYE issue. Our PAYE account on the Government Gateway is showing the PC owe £474.20, including late filing charge. The previous clerk Tracie Ball had sent off two cheques to HMRC: dated 3.11.24 for £131.80 and 14.1.25 for £242.20.

Action: JM to speak to debt collection agency, HMRC and Lloyds Bank to resolve issue.

6.5 To discuss VAT issue. JM informed meeting that the last date for a VAT claim was 1.3.2022. JM has gone through all invoices and accounts since then and put in a claim going up to 31.7.2025 for £4803.42.

7. Other matters

7.1 To discuss shoring options. Meeting looked at pictures of wooded and plastic options.

Resolved: to go with the more expensive plastic option for shoring as this would last longer.

7.2. To discuss placement of a sand bin. To be carried over to a future meeting.

7.3 To discuss new email addresses for Clerk and PCs.

Resolved: Clerk's email would be moved over, as this would be free of charge. Cllr's emails to be considered at later date.

8. Date of Next Parish Meeting

To confirm next meeting Tuesday 2nd September 2025 at the Village Hall at 7.30pm

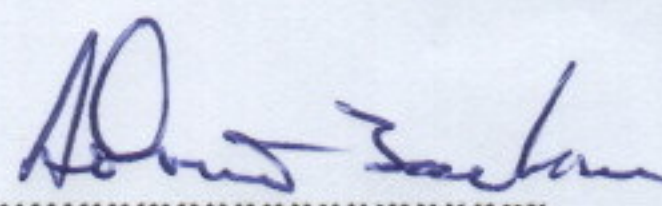
9. Confidential matters: to consider the exclusion of the public and press in the public.

interest for discussions and decisions in relation to either Personnel matters or Legal matters.

Exclusion of Press and Public: In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Parish Council is invited to Resolve that the press and public be excluded from the during consideration of the following agenda items owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information.

5.8.2025.2

Signature



Agenda Item 6.

Grandborough Parish Council Current financial situation to 4.8.25

Jayne Moore

Starting balance 1st May 2025 **15218.18**

Cheques signed 6th May and 1st July now cleared

T Ball expenses cheque no. 001071	145.34
Turtle Engineering Defib cheque no. 1072	96
Tim Williams lengthsman cheque no. 001073	140
Bank service charge 19.5	4.25
Bank service charge 17.6	5.75
WWC streetlights repayment cheque no. 001075	7636.61
Tim Williams lengthsman cheque no. 001074	110
Information Commissioners Office cheque no. 001078	52
Outstanding payment, expired 24.11.24	
Zurich Insurance cheque no. 001077	509.20
Bank service charge 18.7	4.75
Return of £601.36 from L Foster re overpayment of salary	+ 601.36
Balance 4th August	7115.64

Outstanding item and cheques to be approved 5th August

WALC subs repayment cheque no. 001076 not cleared	226.40
Tim Williams lengthsman cheque no.1080	210
RP Hall grass mowing cheque no. 1081	885.60
WALC training cheque no 1082	42
Trevor Gill Auditor cheque no.1079	250
A Jackson expenses cheque no. 1083	14.99

Balance when cheques have cleared **5486.65**

Note: Street lighting costs have not been invoiced by Npower since the beginning of 2025. They hope to have invoices out by September.

5.8.2025.3

Signature

