



**Minutes of the Full Parish Council Meeting  
18:30 15<sup>th</sup> April 2024  
Held in the Library at Wickersley Community Centre**

Members: Cllrs: J Barber (Chair), A Bates (Vice Chair), P Beighton, E Boswell, M Godfrey, C Grimes, E Harwood, G Pacey, H Pacey, K Phillips, J Robinson, M Scott, P Whitworth, and M Woodhead

In attendance: Cllrs: J Barber (Chair), A Bates (Vice Chair), P Beighton, M Godfrey, C Grimes, E Harwood, G Pacey, H Pacey, J Robinson, M Scott, P Whitworth, and M Woodhead

In attendance C Lavell-Smith (Parish Clerk), A Chester (Winthrop Organiser) and 1 members of the public

**6985 To receive and approve apologies for absence**

No apologies received from Cllr Boswell and Phillips.

Cllr Davies had tendered her early resignation from the council in an email, with immediate effect.


The Chair explained that this was the last meeting of the current council, as elections are to be held on May 2<sup>nd</sup> 2024. The two Wickersley wards are uncontested, therefore the councillors who reapplied are all duly elected. The North ward will have six out of a possible nine councillors and the South ward six out of a possible seven councillors.

Three councillors chose not to submit an application for re-election, Cllrs Boswell, Davies and Whitworth. The Chair gave thanks to these councillors for their service.

**6986 To note any declarations of interest on items to be discussed at this meeting**

None declared.

**6987 To resolve if members of the press and public are to be excluded from any agenda items of the meeting due to the nature of the business**

Chairman initials: 

**to be transacted. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2)**

Agenda Items 11, Report on Winthrop Atrium roofing, building survey and proposed contractors and item 12 Report regarding approving recommended contractor to undertake Winthrop development moved to the confidential session.

**6988 To discuss Police & crime matters**

No police in attendance, the clerk had invited the police to the meeting and re-sent a list of 2024 Council meeting dates.

Cllr Bates reported that an incident involving powered bikes had caused damage to the grass in Wickersley park. Access having been gained due to the fence of an adjoining property being removed for works. This has been reported to the police. Cllr Bates also stated there is a gap adjacent to the access gate on Warren Road where bikes can now get through, which requires closing up. The parish clerk to action.

**6989 To consider any matters from members of the public in attendance**

The member of the public questioned why an election was not to be held for Wickersley Parish Council. The election process was duly explained to the gentleman.

The member of the public requested copies of the minutes of the last two meetings he had attended. The parish clerk to supply.

The member of the public complimented RMBC on hedge cutting works on the path between St Albans school and church.

**6990 To consider any matters from Councillors in attendance**

Cllr Robinson reported that the new water tank at the Bowling club was experiencing problems. It was explained, this is the responsibility of the Bowling Club, though the parish council had provided a grant for part of the costs for the replacement tank, this did not translate to being the responsibility of the parish council.

Cllr Bates noted he has requested that the Bowling Club remove the pile of debris left from the works installing the water tank located in the park area.

Cllr Woodhead reported she had received complaints that a householder backing onto the Wickersley Woods has been throwing garden waste over the fence into the woods. The parish clerk to arrange to have this checked.



Cllr H Pacey complimented the works undertaken by RMBC in upgrading the area around the clock tower. This was reaffirmed by all councillors present.

Cllr Grimes reported that, she had observed horses being ridden on Bob Mason recreation ground, despite notices being displayed forbidding this activity

It was noted that a newly erected fence has an access gate installed, enabling access from a property directly to the recreation ground. It was **RESOLVED** that all properties where this occurred should be sent a letter stating they do not have an automatic right of access to parish council lands. It was stated this is an action which had been previously undertaken. The parish clerk to arrange this action, which is also to cover properties adjacent to Wickersley Park, Wickersley Woods and The Gorse

Cllr Bates stated he had received the email from the Tanyard management company refusing permission to hold the Christmas lights switch on event there. He expressed dissatisfaction at this. It was **RESOLVED** this would be discussed at the forthcoming events meeting as they are managing the process.

**6991 To approve the minutes of the council meeting on 18<sup>th</sup> March 2024**

**RESOLVED** unanimously that the minutes of the meeting of 18<sup>th</sup> March 2024 are approved as a true record, with the correction of providing an initial to differentiate between the two Councillor Pacey's for need of clarification at minute 6978.

**6992 To note matters arising from the minutes of the council meeting on 18<sup>th</sup> March 2024**

6974 Cllr Godfrey noted that the Gas Lamp licensing application had been dealt with by an email process. This was due to an amendment being made by RMBC in conjunction with the applicant, which carried a short response time. Councillors all supported the amendment, and this was reported to licensing at RMBC.

Cllr Godfrey reported that planning application, RB2024/0315 196 Bawtry Road - Formation of external seating/smoking area retrospective application had been approved by RMBC.

**6993 To consider financial matters including:**

**6993.1 The authorisation of payment of accounts since the last meeting**

The below list of payments to be authorised was considered by councillors.

The parish clerk explained that several outstanding items of high expenditure for Recreation and Woodlands had been actioned as there was sufficient monies remaining in various budgets approaching the end of the financial year.



It was noted that councillors would prefer that Amazon is not used as a “go to sole option”. It was explained this is not the case and local suppliers are the preferred option where feasible.

**RESOLVED unanimously** that the following payments are approved:

| WICKERSLEY PARISH COUNCIL<br>APPROVAL OF PAYMENTS SCHEDULE |                |                   |           |            |  |  |
|--|----------------|-------------------|-----------|------------|--|--|
| Payment Date   | Payment Method | Total             | VAT       | Net        | Payee                                      | Particulars of Payment   |
| <b>April 2024</b>  |                |                   |           |            |  |  |
| 21/02/2024   | DC             | £6.00             | £0.00     | £6.00      | Land Registry (gov.uk pay)                 | Title register & title plan download for Winthrop  |
| 27/02/2024   | DD             | £242.53           | £40.42    | £202.11    | BT   | Office phone & broadband quarterly bill  |
| 19/03/2024   | DC             | £54.95            | £9.16     | £45.79     | Amazon                                     | Cordless reciprocating saw (handyman tools)  |
| 29/03/2024   | BACS           | £840.00           | £140.00   | £700.00    | Ilett & Clark                              | Solicitor fees - checking of Winthrop Development COF legal documentation  |
| 29/03/2024   | BACS           | £10,000.00        | £0.00     | £10,000.00 | WCCA                                       | Agreed grant amounts of £5,000 for fuel, £5,000 for wages  |
| 19/04/2024   | BACS           | £25.20            | £0.00     | £25.20     | A Naylor                                   | Mileage claim 2023/24 year   |
| 19/04/2024   | BACS           | £425.00           | £0.00     | £425.00    | Bradley's Tree Care                        | Wickersley Wood works - cutting back to stream and pathway   |
| 19/04/2024   | BACS           | £377.41           | £0.00     | £377.41    | RMBC                                       | Winthrop waste collections 2024/25   |
| 19/04/2024   | BACS           | £2,340.00         | £390.00   | £1,950.00  | RB Land Management                         | Gorse works - clearing footpath, reduction of brambles, bracken, saplings, damaged branches  |
| 19/04/2024   | BACS           | £120.00           | £20.00    | £100.00    | Kinspeed                                   | Network support 01/03 to 31/03   |
| 19/04/2024   | BACS           | £24.05            | £4.01     | £20.04     | Kinspeed                                   | Monthly backup fees - Jan 24   |
| 10/03/2024   | DC             | £47.52            | £7.92     | £39.60     | Microsoft                                  | Microsoft Exchange online licence  |
| 20/03/2024   | DC             | £15.10            | £2.50     | £12.60     | Amazon                                     | Office supplies (clipboards)   |
| 20/03/2024   | DC             | £19.99            | £3.33     | £16.66     | Amazon                                     | Easter event - wildflower seed cards   |
| 22/03/2024   | DC             | £339.99           | £56.67    | £283.32    | Amazon                                     | Patrol pressure washer   |
| 25/03/2024   | DC             | £20.10            | £3.36     | £16.74     | Amazon                                     | Easter event - egg hunt & easter signs   |
| 19/04/2024   | BACS           | £76.47            | £12.75    | £63.72     | QDOS                                       | Office supplies (files, paper, stationery)   |
| 19/03/2024   | DC             | £176.97           | £29.51    | £147.46    | Patrol Store                               | 2x work boots for handymen   |
|  |                | £6,722.12         | £1,120.36 | £5,601.76  | Lightmain                                  | Remove and replace all the swing seats including basket swing and remove and replace the bearings on the dish roundabout Bob Mason |
| 03/04/2024   | BACS           | £660.00           | £110.00   | £550.00    | C S Surveying and Architectural Design Ltd | Survey at the Atrium Building, Winthrop Gardens - 50% deposit  |
|  |                | £7,482.00         | £1,247.00 | £6,235.00  | Lightmain                                  | Wickersley Park grass matting and ground repairs   |
| Various Mar  | DC             | £367.48           | £23.32    | £344.16    | Winthrop debit card expenditure            | Winthrop expenditure Mar 24  |
| 19/04/2024   | BACS           | £850.00           | £0.00     | £850.00    | Bradley's Tree Care                        | Wickersley Wood works - removal of large beech tree limb   |
| 19/04/2024   | BACS           | £28.94            | £1.22     | £27.72     | S A Bates                                  | Expenses for wood screws, travel expenses for plaque polishing for clock   |
| 19/04/2024   | BACS           | £37.58            | £6.26     | £31.32     | Kinspeed                                   | Acronis Backup Subscription - Feb 24   |
|  |                | £827.35           | £0.00     | £827.35    | Phil Parkin Ltd                            | Audit of accounts  |
| 19/04/2024   | BACS           | £330.00           | £0.00     | £330.00    | Wharcliffe TWC                             | Ian Kennedy Monitoring report fee  |
| 19/04/2024   | BACS           | £144.00           | £24.00    | £120.00    | Real World Business                        | Payroll services Mar 24  |
| 19/04/2024   | DD             | £489.60           | £83.60    | £408.00    | KCM  | Waste removal Mar 24   |
|  |                | £174.60           | £29.10    | £145.50    | Thermelec Solutions Ltd                    | Time delay switch for Bob Mason  |
| 19/04/2024   | BACS           | £235.73           | £15.81    | £219.92    | A Chester                                  | Expenses   |
| 19/04/2024   | BACS           | £136.35           | £0.00     | £136.35    | A Chester                                  | Mileage claim 2023/24 year   |
| 08/04/2024   | BACS           | £660.00           | £110.00   | £550.00    | C S Surveying and Architectural Design Ltd | Survey at the Atrium Building, Winthrop Gardens - 50% final bill   |
| 19/04/2024   | BACS           | £1,112.00         | £0.00     | £1,112.00  | YLCA                                       | Membership subscription 24/25  |
| 19/04/2024   | DC             | £165.66           | £7.89     | £157.77    | EDF  | Winthrop electricity 02/03 to 01/04  |
| 19/04/2024   | BACS           | £65.25            | £0.00     | £65.25     | C Lavell                                   | Expenses-mileage 22-24   |
| <b>April Total</b>   |                | <b>£35,639.94</b> |           |            |  |  |

**6993.2 To approve the asset register**

It was **RESOLVED** unanimously to approve.

- the asset register as presented.
- to continue recording fixed assets with an individual initial purchase value of £500 or more.
- to continue following the advice of JPAG Practitioners Guide 2024 that assets should be first recorded in the asset register at their actual purchase cost and that this value will not change from year to year.

Chairman initials: 



**6993.3 To approve the financial risk assessment**

It was **RESOLVED** unanimously to approve the financial risk assessment as presented and note the actions.

A question was raised as to the exact location at Bob Mason Recreation Ground of the land held in trust for the Miners Welfare Ground. The parish clerk to investigate this.

**6993.4 To appoint additional councillors to the bank mandate**

The parish clerk explained this is in preparation for adopting a dual authority authorisation process. This is as recommended by the internal auditor for the payment of invoices. Additional councillors will be required to be on the bank mandate to ensure payments can be made promptly and the responsibility shared out so not over dependent on the same councillors each month.

The Chair requested that a procedure is drawn up explaining the process prior to councillors volunteering. The clerk will action this however, Cllrs G Pacey, M Woodhead and A Bates volunteered in advance of this as they understood the process and duly took away the bank's paperwork for completion. It was **RESOLVED** to appoint these three councillors onto the bank mandate. Further councillors to be appointed in due course.

**6993.5 To receive the internal auditors interim audit report, and proposed action plan**

The parish clerk talked through the headline points and interim action plan (Appendix 1) from the internal auditors pre visit stating there is a need to

- Move from a single authorisation to a dual authorisation from BACS payments.
- Publish all minutes on the Councils website.
- To strengthen the financial procedures at Winthrop Gardens
- Ensure an investment strategy is adopted.
- General reserves to be set at a minimum of £71,000.
- The Winthrop surplus takes into account the cost of the Winthrop organiser (going forward from 23/24)

It was **RESOLVED** unanimously to approve the pre audit report and action plan as presented and note the actions.

**6994 To consider planning and licensing applications**

Cllr Godfrey, Chair of Planning talked through the below applications. Cllr H Pacey commented that the response to the First Lane application should also make reference to the point made by the RMBC ecologist that biodiversity net gain must be taken into consideration.

**RB2024/0445 - 2 Oaklands - Works to trees covered by TPO's**

It was **RESOLVED** that the below comment is submitted to RMBC regarding this application.

Wickersley Parish Council are of the opinion that these trees make an important contribution to the street scene of Oaklands and Almond Glade. It is therefore important that this contribution is maintained in any height reductions proposed. It is therefore recommended that the Council only permit works to be carried out that maintain the essential shape and form of these trees.

**RB 2024/0468 2 First Lane - Demolition of existing dwelling and erection of two detached four bed properties**

It was **RESOLVED** that the below objection is submitted to RMBC regarding this application.

Wickersley Parish Council wish to object to this development on the following grounds.

The proposed development does not comply with the Design Code of Wickersley Neighborhood Plan. This requires replacement dwellings to respond to the defining characteristics of their immediate context. Building heights, plot widths, building lines, and scale and massing should be respected and referenced. This should be informed by a robust site appraisal that details the characteristics and built form of the surrounding context.

In this case the dwellings to the immediate north and south comprise a single storey building and dormer bungalow both of which are considerably lower than the proposed dwelling fronting Morthen Road and also of much smaller scale and massing. The proposed dwelling will also be higher and larger than other properties along this part of Morthen Road and therefore does not respect the character of this part of Morthen Road. The application does not provide any site appraisal or justification for the size and scale of development proposed.

The Parish Council also has concerns about the impact of the proposed development on the amenity enjoyed by the neighboring property to the south. The occupants have raised concerns about the potential loss of light to their property as they say they have seven windows facing the proposed new dwelling. If that is the case, then there could be significant loss of amenity enjoyed by that property given the height and proximity of the proposed dwelling.



There is also concern about the impact on the three trees located along the first part of First Lane (2 oaks and 1 ash). All of these trees make a significant amenity contribution to the streetscape and could be impacted by the proposed development. Particular concern is for T5 (oak) which will be directly impacted by the required widening of the first ten metres of First Lane. It is therefore important that the Council's Tree Officer ensure that any development will not lead to the loss or adverse impact on any of these trees.

Reference should also be noted to the point made by the RMBC ecologist that biodiversity net gain must be taken into consideration.

In addition, Councillors questioned whether an application had been discussed relating to a former hairdressers building currently being refurbished at 14 Morthen Road, where windows within the stone building were being filled in. As no knowledge was known of this, the parish clerk was asked to contact the planning department to raise concerns relating to significant alteration of a building within the conservation area and raising the question whether the building is listed.

**6995 To review the memorandum of Association WCCA to ensure the focus and use of the Centre is in line with current and future Parish Council objectives consider and approve the recommendation within the makeup of the Winthrop Gardens new building tender evaluation panel**

Item deferred until May meeting due to absence of Chair of WCCA

**6996 To receive and approve the recommendations from the Parish Clerk for updating the telephone system and broadband speeds**

The Parish Clerk spoke through the previously circulated report, explaining the need to update the current system as the old copper internet connection will be switched off in 2025. This is therefore an opportunity to update and future proof the current phone system and broadband offering especially as the current BT contract is due to expire shortly. The proposal being based on works undertaken, when preparing for the new IT contract early 2024.

This would update the telephone system by migrating to a web-based system as well as providing new handsets, a clearer voicemail system and increasing the speed, performance, and stability of Wi-Fi in the office and throughout the ground floor of the community centre. A new ethernet based circuit (FFTP Fibre to the premise) would be provided with a business grade router and improved security with greater firewall protection.

The improvement of Wi-Fi throughout the building is also a key objective for WCCA in their new business plan.

Councillors felt that there was insufficient information to enable them to make a decision. Cllrs Bates and Scott required further information therefore it was **RESOLVED** they would work with the parish clerk and investigate the options further with the recently appointed IT support company. If they were satisfied with the options proposed, it was **RESOLVED** as delegated councillors they could make the decision to go ahead with the option, if not, alternatives would be discussed based on their knowledge of such systems within their own work environment.

**6997 To consider and decide upon the suggestion to host a funfair in Wickersley Park**

The Chair explained this item is in response to the enquiry regarding hosting a fair in the park in August by a member of the public at the March meeting. The clerk had received following his attendance, further details of his proposal and references from RMBC regarding successful events he had hosted for the Borough. This information had been shared with Recreation committee and they were in support of the suggestion therefore suggested the conversation be extended to the full council.

Following discussion between councillors, it was **RESOLVED** unanimously to agree in principle to this proposal and request that the parish clerk and Recreation and Environment committee/Chair of R&E talk further with Farrar's funfair regarding income proposed, dates etc

It was stated the need to keep adjacent residents of the park informed of the plans via the newsletter, social media and posters.

**6998 To provide an update from committees since the last Council meeting**

Cllr Scott, Chair of Woodlands stated there is still work to do in the Gorse though this is not possible during the current bird nesting season. Woodlands committee are considering a small project relating to improving the notice boards in the woods.

He stated that the Easter Egg hunt had been very popular and gave thanks to the Assistant Clerk- Support for her hard work contributing to the the success of the event.

**6999 To consider any general correspondence**

The letter from the Tanyard management association was raised in matters from Councillors discussed earlier in the meeting. All other correspondence has been circulated to councillors during the month.



**7000 To note the date of next meeting.**

Annual Wickersley Parish meeting Monday 20<sup>th</sup> May 2024 at 18.00

Annual Wickersley Parish Council meeting Monday 20<sup>th</sup> May 2024, this will **follow the above** meeting with a 5 minute break between meetings. This will be the first meeting of the parish council following the elections on Thursday May 2<sup>nd</sup> 2024

***The meeting moved into Confidential session.***

The member of the public left the meeting.

**7001 To consider the survey information regarding the atrium building and approve the recommendations within the Winthrop Atrium roofing report**

Cllr Barber talked through his report and the building condition survey previously circulated. A comprehensive building survey has been undertaken on the atrium building as requested by councillors at the March meeting. The surveyor has provided a costed list of identified works to be undertaken, in addition to the previously identified need to reroof the entire building as it is no longer watertight.

It was determined that this item could not be discussed in isolation from the next item relating to the report relating to proposed contractors for the building redevelopment project. The reason being that since January, previously unidentified costs relating to the roof and fabric of the Atrium building have been identified totalling approximately £23,000. The concern being how these impacts on the affordability of the project.

*Standing Orders were extended for 15 minutes.*

**7002 To consider and approve the recommended contractor to undertake the Winthrop gardens redevelopment project as proposed by the evaluation panel.**

The Chair talked through the previously circulated report to provide councillors with an update on the receipt of tenders and the outcome of the tender evaluation process.

Six tenders were received varying in prices and interpretation of the specification. It was determined that further time is required to consider affordability, verification of content etc before being able to arrive at a preferred contractor.

From resulting discussions between councillors, it was unanimously **RESOLVED** to follow the recommendations of the Chair of Parish and agree to

a) the appointment of a Client Project Manager at an estimated cost of £7000

Chairman initials: 

- b) that the Project Evaluation Team and the appointed Client Project Manager have further discussions with the two preferred contractors
- c) that a full costs and funding statement should be provided to support any final recommendation on the redevelopment
- d) a report outlining the outcome of this work be presented to the May meeting of the Parish Council

**It was also RESOLVED** that in order to consider a back up plan, a comprehensive survey should be undertaken on the existing café and associated buildings to establish a true picture of their viability. The parish clerk to action.

The meeting closed at 20.45.

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### Notice of Committee Meetings 2024

#### Recreation & Environment 6.30pm

9th July 2024  
2nd October 2024  
26th November 2024

#### Woodland 6.30pm

Tuesday 7<sup>th</sup> May 2024  
Tuesday 3<sup>rd</sup> September 2024  
Tuesday 3<sup>rd</sup> December 2024

#### Winthrop 9.00am (HELD AT WINTHROP)

Friday 7<sup>th</sup> June 2024  
Friday 6<sup>th</sup> September 2024  
Friday 6<sup>th</sup> December 2024

#### WCCA

Monday 13<sup>th</sup> May 2024 12noon  
Monday 9<sup>th</sup> September 2024 6.30pm  
Friday 29<sup>th</sup> November 2024 12noon

#### Events (2pm)

23<sup>rd</sup> April 2024

#### HR

Monday 24<sup>th</sup> June 2024  
Monday 23<sup>rd</sup> September 2024  
Monday 2<sup>nd</sup> December 2024

#### Finance 10.00 am

Wednesday 6<sup>th</sup> November 2024

#### Newsletter - Request for Items and editorial meetings

Local Parishioners are welcome to attend Council meetings to raise questions and hear local community matters being discussed

### Dates of Council Meetings 2024

Monday 20<sup>th</sup> May 2024

Annual meeting of the Parish 6.00pm 20<sup>th</sup> May 2024

Monday 17<sup>th</sup> June 2024

Monday 15<sup>th</sup> July 2024 (@Winthrop Gardens)

Monday 16<sup>th</sup> September 2024

Monday 21<sup>st</sup> October 2024

Monday 18<sup>th</sup> November 2024

Monday 9<sup>th</sup> December 2024

Appendix 1

**Action Plan -for Interim audit internal Auditors report 2023/24 E**

For the first time, we have introduced an additional check on our financial management systems as part of our revised internal audit reporting, in the form of a pre audit inspection. This is to provide an additional level of scrutiny on an ongoing annual basis.

In addition, we commissioned the new internal auditor to undertake a review into Winthrop financial operating systems both, as part of the scrutiny process and in preparation for the new development.

Actions required are below, but I am pleased to report most items have already been identified so are on our current work/action plan and have been discussed recently by Finance committee

| Point              | Action Required   | Responsibility                   | Progress   |
|--------------------|---|----------------------------------|--|
| Overall Conclusion | All minutes to be published on website  | Clerk of each committee          | Winthrop minutes are to be added   |
| Overall Conclusion | Procedures at Winthrop Gardens to be strengthened                                     | Winthrop Committee and Organiser | To action in conjunction with new operating procedures for the new development   |
| Overall Conclusion | To move from a single BACS authorisation  | RFO                              | In process of being actioned with Co-op bank, (item 9.5 full council agenda 15.4.24) and RESOLVED as action point finance committee 6.3.24   |
| A                  | Need of an Investment strategy  | RFO                              | Draft strategy RESOLVED to adopt in March full council meeting   |
| C                  | Outdated Internal Control Policy (ICP)  | RFO and Finance Committee        | Agenda item Finance committee 6.3.24, RESOLVED to update ICP as proposed by RFO to include new dual authority process once arranged with Co-op bank. Also to include an annual financial checklist for completion by Chair of finance, the first of these checks took place March 2024 |
| D                  | Ear marked reserves to be at a minimum level of £71,000 as opposed to current £30,000 | RFO                              | RESOLVED to action this at Finance committee 6.3.24  |
| H                  | Review of risk register required  | RFO                              | On agenda for full council on 15.4.24  |



|                         |  |                                  |   |
|-------------------------|--|----------------------------------|---|
| L                       | Update ICO model publication scheme from 2020 version  | RFO                              | To action   |
| L                       | Noted that it is good practice to publish draft minutes  | Parish Clerk                     | To be considered  |
| O                       | Annual return for Miner's welfare charity commission website overdue   | Deputy Parish Clerk              | To action   |
| Other matters           | Incorrect recording of apologies on minutes  | Parish Clerk                     | This has been actioned as of November 2023 following YLCA training                          |
| Other matters           | An item was agreed which was on the agenda which is not lawful   | All Clerks and Chairs to note    | The comment related to an events committee agreement to purchase Christmas lights, May 2023 |
|                         |  |                                  |   |
| <b>Winthrop Gardens</b> |  |                                  |   |
| Finances                | The surplus does not take account of the cost of the Winthrop Organiser  | Winthrop committee and RFO       | Going forward the surplus will reflect the true costs                                       |
| Cash handling           | There is no secure safe to store cash on site<br>A reluctance to handle card payments by volunteers<br>Events paid in advance and not banked | Winthrop Committee and Organiser | The new development to address these points as part of new operating procedures.            |
| Succession Planning     | Consideration needs to be given to succession planning   | Winthrop committee               | To action   |
|                         | Other Winthrop points e.g. overall governance, stock control, future record keeping  | Winthrop committee and Organiser | To action in conjunction with new operating procedures for the new development              |
|                         |  |                                  |   |

C J Lavell-Smith Parish Clerk & RFO 15.4.2024