

Minstead Parish Council

To: All members of Minstead Parish Council:

You are hereby summoned to attend the Ordinary Meeting of Minstead Parish Council to be held in the Danby Room at Minstead Hall on **Monday 2nd June at 19:30.**

Any members of the public wishing to attend please notify the clerk by email at

clerk@minstead.org.uk

Signed: Diana O'Grady (Parish Clerk)

23rd May 2025

AGENDA

- 30/25 Apologies for absence
- 31/25 Public Participation period
- 32/25 Declaration of Interests and dispensation requests
- 33/25 To confirm the Minutes of the Annual General Meeting and Ordinary Meeting held on 12th May 2025

Items ongoing

- 34/25 Cricket Pavilion, Cardinus desktop valuation
- 35/25 Village resilience
- 36/25 Internal auditor
- 37/25 2nd user on Scribe accounting system

New items

- 38/25 Agree Certificate of Exemption
- 39/25 Review of Standing Orders 2025
- 40/25 Employment committee
- 41/25 Agree and appoint Insurance provider
- 42/25 Discuss Councillor vacancy

Reports

- 43/25 Reports from County / District Councillors
 - o Report from District Cllr. Brand
- 44/25 Reports from Parish representatives
- 45/25 Report from Lengthsman
- 46/25 Correspondence and documents circulated
 - o HALC Newsletter May 2025
 - o Quote from Zurich insurance
 - o Quote from Hiscox insurance via Gallagher brokers
 - o Quote from Clear Councils insurers
 - o Clerks and Councils Direct May 2025

- 47/25 Planning

New Applications

None

Trees

None

Decisions

None

Decisions Awaited

18/00954 Petrol Station, Ringwood Road

Single storey rear extension to the sale building to provide sandwich bar.

Awaiting the result of negotiation.

Minstead Parish Council

48/25 Finance

- Payments for approval
 - Clerk mileage May £2.43
 - Insurance premium TBD
- The Parish Council audit for 2024-2025 took place on Mon 14th April
- Invoices circulated electronically

Minstead Parish Council

Minstead Parish Council PAYMENTS & RECEIPTS LIST

23 May 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
2	VAT Refund	15/05/2025	26/25	Current		Receipt - VAT refund	HMRC	R		361.02	361.02
19	Subscriptions &	16/05/2025	28/25	Current		Payment - HALC annual	Hampshire Association	X			
20	S.137	16/05/2025	28/25	Current		Payment - Minstead Flower	Minstead Flower show	X	-650.00		-650.00
22	Audit & Professional Fees	19/05/2025		Current		Payment - Bank charges	Lloyds Bank plc	X	-4.25		-4.25
21	Communications (Phone,	21/05/2025	28/25	Current		Payment - Ionos Cloud	Ionos Cloud Ltd	S	-21.00	-4.20	-25.20
23	Staff Expenses & Training	23/05/2025	46/25	Current	May mileage	Payment - Clerk mileage	Clerk and Lengthsman	X	-2.43		-2.43
Total									-677.68	356.82	-320.86

Minstead Parish Council

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23 May 2025 (2025-2026)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
23	Staff Expenses & Training	23/05/2025	46/25	Current	May mileage	Clerk mileage	Clerk and Lengthsman	X	2.43		2.43
Total									2.43		2.43

Prepared by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Minstead Parish Council

23 May 2025 (2025-2026)

Minstead Parish Council RECONCILIATION - Current 23-05-2025

From Accounts	£32,475.40
Payments not cashed Add	£2.43
Receipts not entered Subtract	
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Statement should be	£32,477.83

This reflects the balance at bank as of 2025.05.23

Signed Date

Signed Date

Minstead Parish Council

49/25 Future Meeting

The next ordinary meeting of Minstead Parish Council will be on Monday 7th July 2025.