

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 7th July 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)

1st July 2025

AGENDA

- 50/25 Apologies for absence
- 51/25 Acceptance of Office & Declaration of Interests new Parish Councillor
- 52/25 Public Participation period
- 53/25 Declaration of Interests and dispensation requests
- 54/25 To confirm the Minutes of the Ordinary Meeting held on 2nd June 2025

Items ongoing

- 55/25 Village resilience
- 56/25 Review and adoption of Standing Orders 2025
- 57/25 Councillor access to DropBox files
- 58/25 Councillor access to Clerk emails

New items

- 59/25 Churchyard upkeep donation
- 60/25 Approve Data Protection policy
- 61/25 Approve Model Publication Scheme ICO
- 62/25 Approve Publication Scheme and name change
- 63/25 Approve Minstead Freedom of Information policy
- 64/25 Approve FOI application form
- 65/25 Approve Retention of documents and records information note
- 66/25 Approve Retention of documents timescales adjusted for Minstead PC
- 67/25 First quarter budget review

Reports

- 68/25 Reports from County / District Councillors
 - o Report from District Cllr. Brand
- 69/25 Reports from Parish representatives
- 70/25 Report from Lengthsman
- 71/25 Correspondence and documents circulated
 - o NFALC meeting minutes June 2025
 - o HALC newsletter June/July 2025
 - o NALC Chief Executive bulletin 19/06
 - o NALC Chief Executive bulletin 26/06
 - o SLCC Newsletter 23/06
 - o Data Protection policy draft
 - o Model Publication Scheme ICO
 - o Publication Scheme
 - o Minstead Freedom of Information policy
 - o FOI application form
 - o Retention of documents and records information note
 - o Retention of documents timescales from NALC
 - o Budget against spending and income to the end of the first quarter

Minstead Parish Council

72/25 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.

73/25 Finance

- Payments for approval
 - Clerk mileage June £2.43
 - Cardinus invoice £150.00 ex VAT
 - Churchyard upkeep donation TBD
- Invoices circulated electronically
 - Cardinus invoice I-63423-S5W9

Minstead Parish Council

Minstead Parish Council PAYMENTS & RECEIPTS LIST

1 July 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
24	Admin (Stationery, Printer,	27/05/2025		Current		Payment - HP Instant Ink	Hewlett Packard	S	-3.73	-0.75	-4.48
25	Staff Costs	27/05/2025		Current		Payment - Staff net	Clerk and Lengthsman	X	-595.05		-595.05
26	Staff Expenses & Training	27/05/2025		Current		Payment - Clerk working	Clerk and Lengthsman	X	-20.00		-20.00
27	Insurance	04/06/2025	48/25	Current		Payment - Insurance	Zurich Municipal	X	-1,075.27		-1,075.27
28	Audit & Professional Fees	04/06/2025		Current		Payment - Scribe monthly	Starboard Systems Ltd	S	-12.00	-2.40	-14.40
30	Staff Expenses & Training	12/06/2025	72/25	Current	June Mileage	Payment - Clerk mileage	Clerk and Lengthsman	X	-2.43		-2.43
29	Open Spaces	12/06/2025	72/25	Current		Payment - Desktop	Cardinus Risk	S	-150.00	-30.00	-180.00
32	Communications (Phone,	26/06/2025		Current		Payment - Ionos Cloud	Ionos Cloud Ltd	S	-21.00	-4.20	-25.20
31	Admin (Stationery, Printer,	26/06/2025		Current		Payment - HP Instant Ink	Hewlett Packard	S	-3.74	-0.75	-4.49
33	Audit & Professional Fees	26/06/2025		Current		Payment - Bank charges	Lloyds Bank plc	X	-4.25		-4.25
35	Staff Costs	27/06/2025		Current		Payment - Staff net	Clerk and Lengthsman	X	-595.05		-595.05
34	Staff Expenses & Training	27/06/2025		Current		Payment - Clerk working	Clerk and Lengthsman	X	-20.00		-20.00
36	Audit & Professional Fees	01/07/2025		Current		Payment - Scribe monthly	Starboard Systems Ltd	S	-12.00	-2.40	-14.40
Total									-2,514.52	-40.50	-2,555.02

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1 July 2025 (2025-2026)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
30	Staff Expenses & Training	12/06/2025	72/25	Current	June Mileage	Clerk mileage	Clerk and Lengthsman	X	2.43		2.43
29	Open Spaces	12/06/2025	72/25	Current		Desktop valuation	Cardinus Risk	S	150.00	30.00	180.00
Total									152.43	30.00	182.43

Prepared by: _____ Date: _____

Name and Role

Approved by: _____ Date: _____

Name and Role

Approved by: _____ Date: _____

Name and Role

Minstead Parish Council

1 July 2025 (2025-2026)

Minstead Parish Council Monthly forecast of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026 - Forecast from 01/07/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
PAYMENTS															
Payments															
Staff Costs	8,700.00	1,041.25	595.05	595.05	725.00	725.00	725.00	725.00	725.00	725.00	725.00	725.00	725.00	8,756.35	-56.35
Staff Expenses &	480.00	22.43	22.43	22.43	22.43	22.43	22.43	22.43	22.43	22.43	22.43	22.43	22.43	269.16	210.84
Subscriptions &	560.00	369.00			26.40	26.40	26.40	26.40	26.40	26.40	26.40	26.40	26.40	606.60	-46.60
Insurance	1,500.00			1,075.27										1,075.27	424.73
Communications	300.00	18.50	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00	249.50	50.50
Admin (Stationery,	700.00	556.00	3.73	3.74	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	599.47	100.53
Audit & Professional	556.00	16.25	466.25	16.25	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	647.25	-91.25
Elections	100.00														100.00
S.137	980.00		650.00		5.16	5.16	5.16	5.16	5.16	5.16	5.16	5.16	5.16	696.44	283.56
Open Spaces	1,175.00	9,920.00	864.00	150.00										10,934.00	-9,759.00
Other/Miscellaneous	375.00	35.88			3.60	3.60	3.60	3.60	3.60	3.60	3.60	3.60	3.60	68.28	306.72
	15,426.00	11,979.31	2,622.46	1,883.74	824.09	824.09	824.09	824.09	824.09	824.09	824.09	824.09	824.09		
														Total:	23,902.32
														Variance:	-8,476.32

Minstead Parish Council

74/25 Future Meeting

The next ordinary meeting of Minstead Parish Council will be on Monday 4th August 2025.