

Parish Councillors, you are hereby summoned to a meeting of
Dinedor Parish Council
will be held on Thursday 15th June 2023 at 6.00pm
At Dinedor Village Hall

AGENDA

1. To receive Apologies, Declarations of Interest and requests for dispensations
2. Minutes:
To approve the Minutes of the parish council meeting held [on 30th May 2023](#)
3. Public Participation
 - 3.1 Ward Councillors Report
 - 3.2 Matters raised by members of the public in attendance
 - 3.3 Police Matters
4. Clerk's Report
5. Financial Matters:
 - 5.1 To authorise payments as now due:

• PrintPlus		
Newsletter printing (May)		£55.00
• Mulberry & Co		
Councillor training		
2 sessions, Cllr. Penny	£90.00	
VAT	£18.00	
Total payment		£108.00
 - 5.2 To note receipts since the last meeting
 - 5.3 To note account balance at date of meeting
 - 5.4 To note budget monitoring report
6. Highway Matters
 - 6.1 Lengthsman Scheme report
 - 6.3 Footpaths: Report from Footpaths Officers
7. Planning Matters
 - 7.1 Applications now due, if any:
 - 7.2 Decisions since the last meeting
 - 7.3 Applications under permitted development rights, if any – for information
 - 7.4 Planning Enforcement Activity, if any
8. Dinedor Camp:
 - 8.1 To note report from Dinedor Camp Steering Group, if any
 - 8.2 To consider changes to Dinedor Camp Steering Group Terms of Reference, if required
9. Dinedor Village Hall
Report from the Village Hall
10. Co-options to the Parish Council
 - 10.1 To consider and agree draft co-option policy
 - 10.2 To consider applications for co-option to the parish council
11. To consider quotation for replacement Village Sign

12. To consider requests for Councillor training requests
13. Information item: reports from Councillors
14. Items for the next agenda and date and time of next meeting

Liz Kelso

Clerk, Dinedor Parish Council
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Issued: 09.6.2023

Members of the public are welcome to attend meetings of the parish council and may, at the discretion of the Chair, speak on some agenda items.

In the interests of the wellbeing of those attending the meeting, please do not attend the meeting if you or a member of your family are unwell.

Dinedor Parish Council
Bank Reconciliation
Year to 31.3.2024

Opening Balance	£ 13,305.98
Add receipts	£ 10,564.88
Less Expenditure	£ 4,533.72
Balance	£ 19,337.14

Meeting

Per bank statement	31.5.2023	£ 22,563.63
Add receipts since statement:		
Less:	payments not yet authorised at statement date	£ 3,226.49
	s/o since last statement	

£	-	£ 19,337.14
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£	-
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Dinedor Parish Council

2023-2024

	Year to 31.3.2023	Actual to	Forecast	AGREED Total Budget
<u>General Expenditure</u>				
Staff costs	£ 5,072.42	£ 846.30		£ 5,500.00
Temporary Staff Costs				£ 1,000.00
General Office Costs	£ 393.61	£ 415.36		£ 350.00
Room Hire	£ 175.50	£ 144.00		£ 250.00
Insurance	£ 1,559.14	£ 1,664.29		£ 1,800.00
Lengthsman Scheme	£ 6,600.00	£ 500.00		£ 3,000.00
Repairs & Maintenance - Other				£ -
Repairs & Maintenance - Camp	£ 720.00	-		£ 2,000.00
Purchases, other				£ 600.00
Subscriptions	£ 395.51	-		£ 400.00
Audit Fees	£ 110.00	£ 249.75		£ 200.00
Election costs				£ 1,700.00
Advertising/publicity				£ -
Training	£ 50.00	-		£ 150.00
Website				£ 150.00
Newsletter	£ 310.00	£ 55.00		£ 350.00
Miscellaneous				£ 50.00
VAT	£ 1,414.89	£ 159.02		
<u>Other Expenditure</u>				
Legal costs	£ -	£ -		£ 1,000.00
Neighbourhood Plan	£ -	£ -		£ -
Donations & Grants	£ 430.00	£ 500.00		£ 2,000.00
Total Expenditure	£ 17,231.07	£ 4,533.72	£ -	£ 20,500.00

	Year to 31.3.2023	Actual to Date	Forecast for year	
Income				
Precept	£ 9,500.00	£ 4,750.00		£ 9,500.00
Grants	£ -	£ 4,399.99		£ 4,399.99
Outdoor Centre Insurance reimbursement	£ 876.00			£ 1,000.00
Transmitter income	£ 2,000.00			£ 2,000.00
Insurance Claim	£ -			
VAT reclaim	£ 966.52	£ 1,414.89		£ 1,414.89
Other				
Total income:	£ 13,342.52	£ 10,564.88	£ -	£ 18,314.88
Net expenditure:	-£ 3,888.55	£ 6,031.16	£ -	-£ 2,185.12
Reserves:				
Opening Balance	£ 17,194.53	£ 13,305.98		£ 13,305.98
Add: Net expenditure	-£ 3,888.55	£ 6,031.16		-£ 2,185.12
Closing Balance:	£ 13,305.98	£ 19,337.14	£ -	£ 11,120.86
Tax Base			132.5	133.92
Precept per Band D equivalent			£ -	£ 70.94

Dinedor Parish Council

Dinedor Camp Management Steering Group Terms of Reference

Approved by the Parish Council at a meeting held on 23.8.2016

Amended at a meeting held on 15.09.2020

Name

The name of the group shall be the Dinedor Camp Management Plan Steering Group.

Purpose

The purpose of the Steering Group shall be to Investigate and identify an appropriate structure for delivery of the Dinedor Conservation Management Plan. And to support the parish council to carry out the following tasks:

- Identify sources of funding
- Take responsibility for planning, budgeting and monitoring expenditure on the Plan and report back to the parish council on these matters.
- Liaise with relevant authorities and organisations to make the Plan as effective as possible.
- Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible
- Determine the work to be undertaken and agree schedule with all stakeholders.
- Identify priorities and timescale for local action in the Conservation Plan,
- Regularly report back to the parish council on progress, issues arising and outcomes from the work of the Steering Group

Membership

The Steering Group will be made up from a good cross-section of the community, including not less than two (2) parish councillors nominated by the parish council, two (2) representatives from the Outdoor Activity Centre, two (2) representatives from Dinedor Heritage Group and not more than four (4) members of the public.

Roles

- At the first meeting, the Steering Group will elect a Chairperson, and a Secretary
- If thought appropriate, the Steering Group may also elect a Communications Coordinator, and a Volunteer Co-ordinator
- Wherever possible all other members should have a specific role, to be agreed by the Steering Group.

Roles and relationships

- Parish Council insurance will cover the previously agreed activities of the Steering Group and volunteers, but steering group officers, in liaison with the parish clerk, need to ensure that terms of the insurance are not breached.
- The Steering Group, either via an appointed officer or via its parish council members will provide a regular report to the parish council for endorsement
- The parish council will provide the opportunity for the endorsement of regular reports via its meeting agenda
- The make up and purpose of the Steering Group will be regularly reviewed by the full Steering Group
- It is expected that all Steering Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.

Meetings

- The Steering Group will normally meet monthly (but every two months as a minimum) or as may be required
- At least three clear days' notice of meetings shall be sent to members via the communications method agreed with and appropriate to each individual member
- Whenever possible, notices of meetings should detail the matters to be discussed
- The secretary shall keep a record of meetings, and circulate notes to Steering Group members and the Parish Council in a timely fashion. The later will publicise the notes via their usual methods
- It is recommended that an annual rolling schedule of meetings is set in place, preferably at the first meeting of the Steering Group and made available to the public via notice boards/websites
- All meetings should be held in public and be open to the public
- The quorum shall be 3 or one third of the total number of members of the steering group, whichever is the greater
- Copies of the Parish Council Code of Conduct will be available at all Steering Group meetings.

Finance

- All grants and funding will be applied for and held by the parish council who will ring-fence the funds for Dinedor Camp Management Plan purposes only
- Notification of all planned expenditure will be given to the parish council before actual costs are incurred, for approval
- The Finance Co-ordinator shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the parish clerk.
- The Finance Co-ordinator in partnership with the parish clerk will draw up and agree with the Steering Group procedures for volunteers who wish to claim expenses.
- The Finance Co-ordinator will report back to the Steering Group and the parish council on planned and actual expenditure for the project
- Invoices will be made out in the name of the parish council who will pay them at their next scheduled parish council meeting.

- Subject to prior approval by the Parish Council, Members of the community who are involved as volunteers with the Steering Group may claim back any previously agreed expenditure that was necessarily incurred in connection with their role as a Member of the Steering Group. This could include postage and stationery, telephone calls, travel costs.

Dissolving the Steering Group

The Steering Group may be dissolved at any time by the group itself by notification to the Parish Council or by the Parish Council, at any time.

Dinedor Parish Council Councillor Co-option Procedure

Introduction

The co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Council and no poll has been called or where, following a full term election, vacancies remain on the Parish Council.

To ensure a fair and transparent process is undertaken, the following procedure will be followed by Dinedor Parish Council and is based upon the recommendations of the National Association of Local Councils.

Procedure

1. Upon receipt of confirmation from the Elections Office of Herefordshire Council that a vacancy can be filled through co-option, the Clerk will advertise the vacancy on the Parish Council website, notice boards and through social media, notifying existing Councillors of the vacancy at the same time.
2. The advertisement will be for a minimum of two weeks but may be longer if insufficient candidates come forward.
3. Prospective candidates will be invited to put their request for consideration in writing and indicate:
 - The reason for wishing to become a Parish Councillor, and
 - Skills and experience they can bring to the Parish Council, and
 - Identify any previous experience of Community or Local Authority work
 - Confirm they meet the eligibility criteria to become a Councillor and confirm they are not disqualified from being a Councillor in accordance with the Local Government Act 1972 or such other legislation as may from time to time be applicable.
4. At the next full Council meeting, the Council will vote on whether to accept the candidate as a Councillor. A simple majority of those present and voting will be required for a candidate to be appointed. Voting can be by show of hands if appropriate in accordance with the Parish Council's Standing Orders or may be by paper ballot if Members so wish. It is not necessary for members to accept any candidate for co-option

5. If there are more than one candidate for co option to one or more vacancies, the procedure will be for a vote to be taken for all candidates and the candidate with the least votes to be eliminated. There will then be a repeat of this procedure until the number of candidates equals the number of vacancies. If there is no overall majority for any candidate, that candidate will be eliminated.
6. Once co-opted, the candidate must sign a Declaration of Acceptance of Office before taking their seat on the Council and must complete a Declaration of Financial Interests within 28 days of co-option.
7. Following a successful co-option, the Parish Clerk will notify the Elections Office of Herefordshire Council accordingly.