

CHOLESBURY-CUM-ST LEONARDS PARISH COUNCIL

Extraordinary Meeting of the Parish Council took place at St Leonards Parish Hall on
Thursday, 13th April 2023 at 6.30pm

Present: Cllrs Brown, Maury, Ingram, Matthews and Kersting

In attendance: Parish Clerk Mrs Hayley Farrelly

5545) To receive apologies for absence
None

5546) To receive declarations of interest
Cllr Brown declared an interest as a committee member of Hilltop Villages Good Neighbours Group.

5547) To suspend standing orders and invite questions from members of the public
None

5548) Discuss and approve expenditure and any other actions deemed necessary relating to the Coronation Mug Project, including the receipt of Community Board grant and Good Neighbours Group grant.

Cllr Brown reported that following the councillor meeting that took place on 5th April 2023 to discuss the coronation mug project, Cllr Brown had reported to County Councillor Birchley, in her capacity as the Chair of the Community Board, that there was an issue that had been raised by councillors that may affect the terms of the approval of the grant.

Cllr Brown reported that the Community Board grant to the parish council had therefore been suspended by the Community Board and was no longer available for the coronation mug project.

Cllr Brown distributed a letter to councillors from the Secretary of the Good Neighbours Group, which noted that the group would offer a grant to the Parish Council of (an undecided amount) grant in support of the coronation mug project.

Councillors discussed the content of the letter and noted the letter was unspecific as the total amount of the grant on offer and that it was unsigned by the Secretary.

Councillors robustly discussed the proposal and the Clerk reminded the parish council that £1200.00 had been budgeted for this year for community projects and should not exceed this expenditure.

Cllr Brown provided a breakdown of the costs for the order of 250 mugs, although this was not presented as a quotation from the supplier. The cost of 250 mugs was £1490.00+vat, totalling £1788.00.

Cllr Brown, in his capacity as a committee member of the Good Neighbours Group, asked if the order could be increased to 350 mugs, with the additional 100 mugs to be funded by the Good Neighbours Group, but this was declined by a unanimous decision.

Final approval was given of the purchase of the coronation mugs on the following basis:

- Councillors agreed to the purchase of 250 mugs at a cost of £1490 + £298 vat making a total of £1788.00
- Councillors agreed to allocate the whole of the budget for community events for 2023-24 of £1200.00 on the basis that the Community Board Grant of £600 had been suspended.
- The Good Neighbours Group have agreed to pay the PC a grant of £290.00, which is the shortfall from the budgeted amount for community events (£1200) and the total amount (£1490 ex vat). The grant payment of £290 will be paid to the parish council, and cleared in the bank, prior to the order of 250 mugs being placed.
- The Parish Council will not be responsible for the sale of excess mugs after all the eligible children in the parish have received their free coronation mug.
- The VAT element of the invoice for 250 mugs will be reclaimed by the Clerk in March 2024.
- Two orders will be placed with the mug supplier – one for 250 mugs (for the Parish Council) and one for 100 mugs (for the Good Neighbours Group). As per the financial regulations, the clerk will place the order for the Parish Council, having had sight of the final quotation from the supplier and set up payment in the bank account accordingly. The remaining 100 mugs will be ordered by the Good Neighbours Group and will be paid for directly from the Group to the supplier.

5549) Discuss proposal for expenditure and if appropriate agree this and further actions on Coronation Tree Planting

Councillors agreed that as the full budget for community events had been allocated on the coronation mug project, there was no budget left to put towards a coronation tree purchase. The tree expenditure was therefore not approved

5550) (a) To confirm the time and date of the next meeting

6.30pm on Tuesday, 18th April 2023

(b) To review and agree any changes to dates of future meetings

Councillors agreed to change the May meeting date to Tuesday, 30th May 2023 at 6.30pm