

Innsworth Parish Council

Agenda/summons

For meeting to be held on 23rd January 2026 at 6.30pm at
Imjin Station Community Centre, GL3 1HW

1.	Welcome
2.	Attendance to be recorded (anticipated as Parish Councillors David Hale, Dona Jiji John, Lel Tyrell, Ploy Culley, Lel Tyrell, Rhiannon Evans Julie Evans Rojina Pradhan Rai, Kevin Sherwood Graham Bocking And members of the public County Councillor Sarah Hands & Borough Councillors Sarah Hands and Borough Councillor Rojina Pradhan Rai
3.	Apologies for absence received from Parish Councillors recorded (LGA1972 s85), to be recorded It is to be noted that Parish Councillors who have not attended a parish council meeting within 6 months and have not given apologies which have been accepted by Council and recorded as such, are subject to the 6 month rule- see briefing note
4.	Council to invite declarations of Interest related to items on the agenda
5.	Council to consider update on defibrillator to be installed on Kestral Parade and the verbal report given by the electrician following a site visit with Cllr Hale
6.	Council to approve the minutes of the meeting held on 28th November 2025
7.	Council to invite reports from Borough Councillor Rojina Pradhan Rai and Borough Councillor Hands
8.	Council to invite reports from County Councillor Sarah Hands
9.	Council to approve financial reports and payment lists as attached
10.	Council to receive feedback on Christmas Party on December 13th 2025
11.	Council to note report from Cllr Culley regarding social media -distributed via email
12.	Council to note report from Cllr Culley regarding tree planting- distributed via email
13.	Council to invite public participation for a period of 15 minutes or at the discretion of the Chair of the meeting, after which members of the public are invited to stay to listen to the remainder of the meeting – see briefing note attached taken from adopted standing orders
14.	Council noted the dates for meetings of the Council at Imjin Station Community Centre meetings start at 6.30pm on 27/3/26, 22/5/26 and 24/7/26 (all 4th Fridays) Room booked to November 2026
15.	Close of meeting

Draft minutes
For meeting held on 28th November 2025 at 6.30pm at
Imjin Station Community Centre, GL3 1HW

1.	Welcome
2.	Attendance recorded as Parish Councillors David Hale, Dona Jiji John, Lel Tyrell, Ploy Culley, Julie Evans Rojina Pradhan Rai, Kevin Sherwood Graham Bocking And 4 members of the public and Borough Councillor Rojina Pradhan Rai
3.	Apologies for absence received from Parish Councillors recorded (LGA1972 s85), Parish Councillor Rhiannon Evans Lel Tyrell did not attend County Councillor Sarah Hands & Borough Councillors Sarah Hands did not attend It was noted that Parish Councillors who have not attended a parish council meeting within 6 months and have not given apologies which have been accepted by Council and recorded as such, are subject to the 6 month rule-see briefing note
4.	Council approved the standing orders as per NALC model standing orders 2025 noting that not all Bold print containing legal and statutory requirements are currently in the standing orders held on file
5.	Council invited declarations of Interest related to items in the agenda -none
6.	Council approved the minutes of the meeting held on 5th November 2025
7.	Council approved the precept for 26/27 in the sum of £27000
8.	Council approved release of reserves held for Nepali Language scheme -£500 as agreed on 29th September 2023, pending written request from project being received by Clerk.
9.	Council invited reports from Borough Councillor Rojina Pradhan Rai - explained report not available
10.	Council invited public participation for a period of 15 minutes or at the discretion of the Chair of the meeting, after which members of the public are invited to remain to listen to the following agenda items – subject to standing orders <ul style="list-style-type: none"> • Defibrillator being provided free of charge by Taylor Wimpey is being led by Cllr Sherwood. • Comparison prices for party sent and Cllr Ploy had replied to email. • Youth provision being supported by the PC -noting grant given to Sportily for activities in the parish • Social media
11.	Council have agreed to provide a Party providing activities for residents within the parish on December 13th 2025 within a £5k budget. <ul style="list-style-type: none"> • Council agreed further details which were not available at the meeting held on 5th November 2025 • Council agreed to revoke some decisions already taken subject to standing orders 6 month rule – Proposal to suspend standing orders agreed. Proposal made for Clerk to lead discussion as Proper Officer

	<p>See attached supporting papers for decisions made INCLUDING: At least 5 volunteers, Clerk authorised to make payments by cheques or reimburse Cllr Culley where cheques are not accepted Car parking to be facilitated at school except for 2 disabled spaces within the hall car park</p>
12.	<p>Council noted the dates for meetings of the Council at Imjin Station Community Centre meetings start at 6.30pm on 23/1/26, 27/3/26, 22/5/26 and 24/7/26 (all 4th Fridays) Room booked to November 2026 Wreath laid on behalf of PC noted</p>
13.	<p>Close of meeting 7.28 pm</p>

Briefing note

Where apologies have been received prior to the meeting and have been recorded as accepted by Council, the 6 month rule does not apply. However where no apologies have been received, accepted and recorded, The “6 month rule applies” and Councillors immediately cease to be Parish Councillors.

Adopted 2025 Standing order 3 relating to the public participation at a Parish Council meeting

- *Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.*
- *The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.*
- *Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.*
- *In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.*
- *A person shall raise their hand when requesting to speak (except when a person has a disability or is likely to suffer discomfort)*
- *A person who speaks at a meeting shall direct their comments to the chair of the meeting.*
- *Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.*

Financial reports

Cash book

payee	chq no	amount	balance
opening balance			11315.8
cloud next	915	-119.98	11195.82
b holder	916	-759.15	10436.67
glebe	917	-272.40	10164.27
a smith	918	-300.00	9864.27
b holder exp	919	-26.00	9838.27
n b construction	920	-750.00	9088.27
pata	921	-150.40	8937.87
gaptc	922	-670.14	8267.73
b holder exp	923	-25.65	8242.08
b holder exp	924	-25.65	8216.43
l selkirk	925	-165.00	8051.43
a smith	926	-300.00	7751.43
glebe	927	-544.80	7206.63
heartsafe	928	-2777.94	4428.69
glebe	929	-544.80	3883.89
b holder exp	930	-26.20	3857.69
hmrc a,m,j	931	-1820.87	2036.82
b holder	so	-732.15	1304.67
b holder	so	-732.15	572.52
bank charges	dd	-11.00	561.52
bank charges	dd	-10.00	551.52
bank charges	dd	-15.00	536.52
b holder	so	-732.15	-195.63
b holder	refund	732.15	536.52
precept	receipt	21000.00	21536.52
vat refund	receipt	1142.09	22678.61
b holder	so	-732.15	21946.46
b holder	so	-732.15	21214.31
bank charges	so	-14.00	21200.31
b holder	so	-732.15	20468.16
glebe	932	-544.80	19923.36
greenway	933	-492.17	19431.19
b holder backpay	934	-99.07	19332.12
pata	935	-15.00	19317.12
glabe	936	-272.40	19044.72
pkf littlejohn	937	-252.00	18792.72
b holder	938	-26.20	18766.52
hsbc bank charges	dd	-3.00	18763.52
a smith refund	receipt	300.00	19063.52
b holder salary	939	-19.66	19043.86
hmrc to sept	940	-1966.15	17077.71
sportily grant	941	-1450.00	15627.71
b holder	so	-732.15	14895.56
hsbc bank charges	dd	-4.00	14891.56
hsbc bank charges	dd	-5.00	14886.56
b holder to oct 25	943	-57.46	14829.10
b holder	so	-732.15	14096.95
b holder salary	945	-19.64	14077.31
spotily	944	-48.00	14029.31

p culley xmas	946	-1669.17	12360.14
glos events	947	-77.04	12283.10
spotily	948	-420.00	11863.10
all about fun	949	-1054.80	10808.30
b holder	so	-732.15	10076.15
hmrc dec m9	950	-1893.70	8182.45
b holder	951	-19.68	8162.77
b holder	952	-49.04	8113.73
bank charges	dd	-2.00	8111.73
bank charges	dd	-6.00	8105.73
bank charges	dd	-3.00	8102.73
glebe	942	-272.40	7830.33

Bank reconciliations

bank reconciliation business current account

opening balance 1/4/25		11315.8	
income		21000.00	
payments		-24485.47	
closing balance 31/3/25		7830.33	0.00
balance per statement 4/1/26			8140.37
less unrepresented cheques			
24/25 churchdown pc	914	-255.00	
bank charges jan 26		-6.00	
	952	-49.04	
			-310.04
reconciled balance			7830.33
money manager			71,654.27
total cash at bank			79,174.56

payroll reconciliation 30/12/25

	cash book	pata	hmrc due m7
gross	11128.43	11108.79	
ees ni			
ers ni	1103.39	1103.39	0.00
paye/ni	4577.33	4577.33	0.00
net	6551.10	6531.46	19.64

	expenses reconciliation					
	31/03/2025	31/05/2025	31/07/2025	30/09/2025	30/11/2025	30/01/2026
mileage	48	12	12	12	24	12
use of home	78					
printing	5.8	5	5.8	5.8	5.8	8.6
stationery	5					
postage	8	8.65	8.4	8.4	8.8	8.8
	144.8	25.65	26.2	26.2	38.60	29.4
					18.86	19.64
					57.46	49.04

<u>reserves reconciliation</u>	2024	2025	31/12/2025
play parks	20000	24100	24100
street furniture	20000	18492	17867
grants and donations	5500	8080	6630
contingency	5000	5000	5000
muga	10000	10000	10000
community events			-3221
defib			-2315
NDP	5000	5000	5000
IT	1000	1000	1000
election	3500	3500	3500
general	17170	<u>6862</u>	11613
bank balance at year end	87170	<u>82034</u>	79174

<u>budget against actual</u>	<u>budget</u>	<u>actual</u>	<u>balance</u>	<u>26 to 27</u>
income				
precept	21000	21000	0	27000
cil		0	0	
interest on money manager		936	936	
grant income		0		
vat refund		84	84	
	21000	22020	1020	27000
expenditure				
employment costs	14352	11128	3224	15000
ers ni	3000	1103	1897	1471
play area	9000	792	8208	9000
website	700	100	600	700
training	200	0	200	200
payroll costs	200	165	35	200
subscriptions	600	670	-70	700
bank charges	100	73	27	100
burial ground		0	-255	300
grass cutting	3600	2043	1557	3600
insurance	1200	0	1200	1200
room hire	500	48	452	500
defibrillator			0	500
audit	500	375	125	500
expenditure funded from precept	33952	16499	17198	33971
general expenditure from reserves (shortfall from precept)				6971
community events		3221	-3221	5000
play area floor surface				24000
play equipment		0	0	
defibrillator		2315		
dog and waste bins		0	250	250
grants		1450	250	1000
notice boards		625	250	625
bus shelter/ seats		0	288	300
expenditure from reserves		7611		38146
total expenditure	21525	24109	17198	72117