

# Wormegay Parish Council

## AGENDA

An extra Ordinary Parish Council Meeting will be held on 9<sup>th</sup> December 2024 starting at 2.00 pm in the Wormegay Mission Room. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. Members of the public and press are welcome to attend.

*Sharon Sweet* Locum Clerk to Wormegay Parish Council

2<sup>nd</sup> December 2024

1. To appoint chairman
2. To receive apologies for absence
3. To receive Declaration of Interests and any requests for dispensation
4. To appoint Responsible Financial Officer (LGA 1972 Section 151)
5. To agree the minutes of the last meeting on [15<sup>th</sup> November 2024](#)
6. To consider any co-option applications
7. Public forum
  - a) To receive update from Norfolk County Councillor
  - b) To receive update from Borough Councillor
  - c) To hear from members of the public
8. Administrative and Governance Matters
  - a) To approve opening new bank accounts with [Unity Trust Bank](#), and depositing £15000 by cheque (current account, instant access savings, bank card) and confirm signatories
  - b) To approve payroll service
  - c) To approve purchase of a council laptop with MS Office for business use
9. Finance
  - a) To authorise payments and note any monies received since the last meeting
10. To consider planning applications received from Borough Council of King's Lynn and West Norfolk:
  - a) [24/02062/F](#) HOUSEHOLDER APPLICATION: Extension and alterations to dwelling. Dene Lodge at Castle Dene Castle Road Wormegay
11. To note planning decisions and other planning information from Borough Council of King's Lynn and West Norfolk: none
12. To receive items for inclusion on the next agenda
13. To confirm date of next meeting

***To consider the passing of a resolution under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972) that the public and press be excluded from the meeting for item 14 on the grounds that it could involve the likely disclosure of private and confidential information***

14. Staffing contract

## Wormegay Parish Council

### Recommendation for Opening Bank Accounts with Unity Trust Bank

Prepared by Sharon Sweet, Locum Clerk PSLCC. Dec 2024

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Unity Trust Bank (UTB) is widely recommended by parish councils for its efficient banking services and understanding of the specific needs of small public bodies.

#### Current Issues with Lloyds Bank

The council currently banks with Lloyds but has faced the following challenges:

1. **Mandate Updates:** Lloyds has rejected requests to update the banking mandate, including signatories and the business address.
2. **Account Changes:** The current account type is being discontinued at the end of 2024, with accounts transferred to a new Lloyds product. Consequently, no further updates are being allowed to the existing account.
3. **Cheque Availability:** The council relies on cheque payments but has only one cheque remaining in the Lloyds account.

#### Proposed Solution: Transition to Unity Trust Bank

To ensure continuity and improved efficiency, it is recommended to open accounts with Unity Trust Bank immediately.

#### Plan of Action:

- Use the final Lloyds cheque to open UTB accounts with a deposit of £15,000.
- Begin processing payments, including standing orders and direct debits, through the new UTB accounts.
- Retain sufficient funds in the Lloyds account to cover any uncashed cheques, with closure of this account to be addressed in 2025.

#### Unity Trust Bank Account Options:

- **Current Account (£6/month):** For daily council transactions and payments
- **Instant Access Savings Account (2.6% interest):** To generate interest on reserves while maintaining accessibility -
- **Corporate MultiPay Card:** To enable direct council payments, avoiding personal reimbursements for staff and councillors –

#### Conclusion

Opening accounts with Unity Trust Bank will resolve immediate challenges, provide a smoother banking experience, and enhance financial management for the council.

## **Purpose of Report**

To provide an update on payroll services and recommend the acceptance of a quotation for professional payroll support.

## **Background**

### **1. Parish Clerk Employment Status**

Under HM Revenue and Customs (HMRC) regulations, parish clerks must be employed by the council and cannot be engaged on a self-employed basis (except for temporary cover for an employee). It is essential for councils to ensure compliance with employment laws and HMRC guidelines.

### **2. Payroll Operations**

Councils are required to operate a payroll system, which includes submitting Real-Time Information (RTI) to HMRC. RTI submissions report wages, tax, and National Insurance contributions in real-time, ensuring that HMRC has up-to-date records of the council's employment practices.

### **3. Quotation Process**

Two quotations were sought from payroll providers with experience supporting parish councils. To date, one quote has been received, which is attached for review.

## **Update on Payroll Services**

### **• Quote Received**

The quote from **Ewing Accounts Services Ltd** is attached for consideration. The provider is experienced in working with parish councils and offers a comprehensive payroll service.

### **• HMRC Agent Authority**

A request for an agent authority has been submitted to HMRC to enable the payroll provider to act on behalf of the council. This process involves HMRC issuing an authorisation code to the council's last known address. Once access is granted, Ewing Accounts Services Ltd will:

- Update the council's registered address with HMRC.
- Check for any outstanding RTI submissions and advise on any penalties incurred.

### **• Penalty Appeals**

The provider has advised that penalty appeals (if required) will cost £10 per appeal. Penalties must be dealt with individually, as they cannot be consolidated into a single appeal.

## **Recommendation**

It is recommended that the council **accept the attached quotation from Ewing Accounts Services Ltd** to provide payroll services. This will ensure compliance with HMRC requirements and the efficient management of the council's payroll operations.



01485 600777 | [jackie@ewingaccountsservices.co.uk](mailto:jackie@ewingaccountsservices.co.uk) | [www.ewingaccountsservices.co.uk](http://www.ewingaccountsservices.co.uk)

Unit 4 St Nicholas Court, Church Lane, Dersingham, Norfolk PE31 6GZ

**Quote:**

2 December 2024

VAT Reg. No. 322 5214 45

Wormegay Parish Council  
C/o Sharon Sweet

To:-

Fee for annual professional services as follows: -

Payroll Processing 2024/25:

Produce payslips for 1 employee. Forward payslips and P32 report, detailing amounts due to HMRC, to client via a secure encryption portal service.

Submit required filing submissions to HMRC and deal with all HMRC correspondence relating to payroll.

Per Emp'ee per pay run	£10.00 + VAT
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Complete end of year submission and generate form P60 to employee.

Annual fee	£20.00 + VAT
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Note:

An additional charge of £20+VAT will be made for any in-year leavers to cover costs of producing P45s.

An additional charge may be made if NALC rates result in duplicating previous pay runs subsequently.

*Quote valid for 2024/25 tax year.*

*All prices exclude VAT where not shown.*

# Report to Council: Review of Clerk's Equipment and Recommendation for Necessary Upgrades

## Introduction

As a responsible employer, the council has a duty to provide its staff with the right tools to perform their work effectively and professionally. The current provision of a Chromebook does not meet the level required for the clerk's role. Chromebooks, while useful for basic tasks, are not suited for the demands of council administration, such as handling detailed spreadsheets, managing large document archives, or ensuring compatibility with essential software.

To support the incoming clerk and promote efficient council operations, I recommend the purchase of a business-grade Windows laptop with the necessary software, at a proposed budget of **£650–£700**.

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## Why This Investment is Necessary

### 1. Enabling Professional Administration

A properly equipped clerk can manage council files, communications, and finances more efficiently, ensuring that the council operates smoothly and upholds its responsibilities to the community.

### 2. Seamless Compatibility

Many of the council's documents are in Microsoft Word and Excel formats, which a Windows laptop running Microsoft Office handles effortlessly. This eliminates the challenges of using cloud-only or incompatible systems.

### 3. Payroll Considerations

A Chromebook cannot run HMRC Basic PAYE Tools without technical workarounds, making it unsuitable if a future clerk wishes to handle payroll tasks in-house.

### 4. Cost-Effective and Future-Proof

A well-specified laptop will serve the council for several years, avoiding repeated spending on unsuitable equipment. Investing now is a practical step to ensure stability for future clerks.

### 5. Balancing Priorities

The council has recently demonstrated its commitment to supporting community events by funding items such as Tommy Statues for Remembrance Day.

Allocating **£650–£700** for a vital business tool ensures that the council also meets its internal obligations and is well-prepared for its administrative needs.

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## Proposed Budget

- **Laptop:** £500–£550
- **Standalone Microsoft Office License:** £150–£200
- **Total:** **£650–£700**

This budget allows for a high-quality laptop and software, with room for potential extras such as accessories or better specifications, ensuring the council gets the best value.

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## Recommendation

I recommend the council approve a budget of **£650–£700** for the purchase of a Windows laptop and Microsoft Office software. This investment will support the incoming clerk in succeeding in their role, enhance the council's efficiency, and demonstrate the council's commitment to professional operations.

Filters

Clear all

£400 to £500 × Business ×

16GB × 15" to 16" ×

1 year & above × Laptops ×

Price

£400 to 500 »

Condition

☐ New (5)

☐ Refurbished (5)

Brand

☐ Acer (1)

☐ Dell (2)

☐ Hewlett Packard (2)

☐ Lenovo (5)

Processors

RAM

Operating System

Storage Capacity

Popular Ranges

Popular Features

Popular Options

Warranty

Customer Ratings


★★★★★ (2)

★★★★★ and over (2)

★★★★★ and over (2)

★★★★★ and over (2)

★★★★★ and over (2)



Lenovo

Windows 11 Professional Laptop

SKU: T1/T590i716GB256GBW10P

Excellent Condition

Free Delivery

- Core i7 Processor
- 15.6 Inch 1366 x 768 Screen
- 16GB RAM
- 256GB SSD
- 1 year warranty

☐ Compare

PayPal

Pay in 3 interest-free payments of £139.99

✓ In Stock - Delivery from Mon 2nd Dec

✓ FREE Delivery to most of the UK

View product


0% Interest for 4 months

Available on all purchases over £99

Pay in 3 interest-free payments

Available on purchases £30-£2000

Subject to status. Terms apply.



Lenovo

Lenovo V 15 G4 AMN 82YU

AMD Ryzen 5 16GB RAM

256GB SSD 15.6 inch

Windows 11 Pro Laptop

SKU: 82YU00HXUK

★★★★★ and over (2)

Read 5,454 reviews

Black Friday Deal

Add Norton to win your laptop!

Get £50 Cashback!>>

Free Delivery

- Ryzen 5 7520U Processor
- 15.6 Inch Full HD Screen
- 16GB RAM
- 256GB SSD
- 1 year warranty

☐ Compare

SAVE £121

£424.97

From £21 per month


PayPal

Pay in 3 interest-free payments of £141.66

✓ In Stock - Delivery from Mon 2nd Dec

✓ FREE Delivery to most of the UK

View product



acer

Acer Extensa 15 AMD Ryzen 5 16GB RAM 512GB SSD 15.6 Inch Windows 11 Pro Laptop

SKU: NX.EH3EK.00E

Add Norton to win your laptop!

Free Delivery

- Ryzen 5 7520U Processor
- 15.6 Inch Full HD Screen
- 16GB RAM
- 512GB SSD
- 1 year warranty

☐ Compare

SAVE £140

£459.97

From £23 per month

PayPal

Pay in 3 interest-free payments of £153.32

✓ In Stock - Delivery from Tues 3rd Dec

✓ FREE Delivery to most of the UK

View product



Lenovo

**Lenovo V 15 G4 AMD Ryzen 5 16GB RAM 512GB SSD 15.6 Inch Windows 11 Pro Laptop**

SKU: 82YU00JYUK

[Add Norton to win your laptop!](#)

[Free Delivery](#)

- Ryzen 5 7520U Processor
- 15.6 Inch Full HD Screen
- 16GB RAM
- 512GB SSD
- 1 year warranty

☐ Compare

SAVE £141

**£464.97**

From £23 per month

**PayPal** Pay in 3 interest-free payments of £154.99

✓ In Stock - Delivery from Mon 2nd Dec

✓ FREE Delivery to most of the UK

[View product](#)



**Refurbished Dell Latitude 5501 Core i7 9th gen 16GB 512GB 15.6 Inch Windows 11 Professional Laptop**

SKU: T1/5501i716GB512GBW11P

[Excellent Condition](#)

[Free Delivery](#)

[Black Friday Deal](#)

[0% INTEREST FOR 12 MONTHS](#)

- Core i7 9850H Processor
- 15.6 Inch 1366 x 768 Screen
- 16GB RAM
- 512GB SSD
- 1 year warranty

☐ Compare

**£469.97**

**PayPal**

Up to 12 Months 0% Credit

From £23 per month

**PayPal** Pay in 3 interest-free payments of £156.66

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✓ FREE Delivery to most of the UK

[View product](#)



**HP 250 G9 Intel Core i5 16GB RAM 256GB SSD 15.6 Inch Windows 11 Pro Laptop**

SKU: 9V1N4AT

[Add Norton to win your laptop!](#)

[Free Delivery](#)

- Core i5 1235U Processor
- 15.6 Inch Full HD Screen
- 16GB RAM
- 256GB SSD
- 1 year warranty

☐ Compare

SAVE £210

**£489.97**

From £24 per month

**PayPal** Pay in 3 interest-free payments of £163.32

✓ In Stock - Delivery from Tues 3rd Dec

✓ FREE Delivery to most of the UK

[View product](#)



**Refurbished HP 850 G7 Core i7 10th gen 16GB 512GB 15.6 Inch Windows 11 Professional Laptop**

SKU:

T1/850G7i716GB512GBW11P

[Excellent Condition](#)

[Free Delivery](#)

[0% INTEREST FOR 12 MONTHS](#)

**£499.97**

**PayPal**

Up to 12 Months 0% Credit

From £18 per month

**PayPal** Pay in 3 interest-free payments of £166.66

✓ In Stock - Delivery from Mon 2nd Dec

**Dec 2024 payments for approval**

*Invoices due for payment but received after the issuing of this agenda may be considered.*

<b>Payee</b>	<b>Amount</b>	<b>Description</b>
S Sweet	£tbc	Locum Clerk salary (Dec 2024)
D Dann	£84.80	Internal audit including mileage

NB no payments can be made until the new bank account is operational