

THURSTON PARISH COUNCIL

MINUTES of the COUNCIL MEETING held on Wednesday 3rd April 2024 commencing at 7.00pm in Thurston Community Library, Norton Road, Thurston.

Present: Cllrs. Dashper (in the Chair), Balaam, Bond, Gerrish, Morris, Moy, Rainbow, Smith and Welham.

Also in attendance: District Cllrs. Austin and Bradbury (in part); Mrs Waples, Parish Clerk and Mrs Gladwell, Deputy Parish Clerk.

1. **OPENING** – the Chair opened the meeting advising all that the Protocol adopted by the Parish Council for reporting at Parish Council Meetings, would be enacted for this meeting. A copy of the Protocol is available from the Clerk or can be downloaded from the website: <https://thurstonparishcouncil.uk/parish-council/policies-procedures-and-strategy/>.
2. **APOLOGIES** –
 - a) Verified apologies of absence were received from Cllr. West.
 - b) **Council consented to accept the apologies as submitted, aif.**
 - c) The meeting noted apologies of absence from County Cllr. Otton and PCSO Brown.
 - d) The meeting noted that the Clerk had informed the District Council of the casual vacancy following the resignation of Cllr. Pott and that this had been advertised in accordance with legislation.
3. **DECLARATIONS OF INTERESTS FROM COUNCILLORS INCLUDING GIFTS OF HOSPITALITY EXCEEDING £50** –
 - a) To receive declarations of disclosable pecuniary interests; other registerable and non-registerable interests as detailed in Appendix B of the LGA Model Code of Conduct – there were no interests declared for the meeting.
 - b) To receive notification of gifts or hospitality exceeding £50 – there were none submitted.
 - c) To note the determination of requests for dispensations in accordance with Council’s Dispensation Policy – there were none to be reported.
4. **MINUTES OF THE FOLLOWING MEETINGS:** *(all as previously circulated):*
 - a) To approve the following minutes: full Council Meeting of 6th March 2024 – it was resolved to approve **the minutes as previously circulated, aif. It was resolved to give permission for the Chair to sign the minutes as a true and accurate record of the proceedings that took place, in accordance with legislation, aif.**
 - b) Council to note Draft and Approved minutes of the following committees are available to view online at <https://thurstonparishcouncil.uk/parish-council/agendas-and-minutes/>: for the following Committees: Planning; Policy & Resources Committee and Leisure & Environment Committee.
5. **REPORTS FOR INFORMATION** – the following reports were submitted: all of which can be viewed under Appendix C and D – (separate file).
 - Report from County Councillor Penny Otton – the written report was taken as read. There were no matters to be referred to Cllr. Otton.
 - Report from District Cllr. Report from District Cllrs. David Bradbury and Austin - the written report as submitted was taken as read along with the circulated release from BMSDC outlining the latest developments at both Councils. The following matters were drawn to the meeting’s attention:
 - Puzzled at the delay in the planning applications DC/23/02429 & DC/23/02430 getting to committee and why further items are still being requested. Councillors expressed dissatisfaction at the lack of clarity as to why this has not been progressed in an understandable timeframe.
 - Tour with CEO and other Officers.
 - CIL – changes to the manner in which CIL could be distributed – profit making organisations would not be eligible. Cllr. Bradbury would look into whether this would apply to CIC.
6. **POLICE MATTERS**
 - a) To receive a report from PCSO Brown, the match funded PCSO from Stowmarket Community Policing Team (CPT) on crimes relating to Thurston – the written report from PCSO Matthew Brown covering the month of March 2024 was circulated to all.

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- b) To consider matters for referral to the Stowmarket CPT – there were no matters for onward referral.

7. PUBLIC FORUM –

- a) To receive matters of concern from members of the public in attendance on the agenda submitted – there were no members of the public in attendance.

8. STATUTORY BUSINESS –

- a) To receive nominations for the vacant posts of Councillor (3) – whilst there were no nominations for Council to consider that evening, the Clerk confirmed that she had had an expression of interest from a member of the public. The nomination would be considered by the Council at the next meeting.
- b) Land adjacent to 54 Barleyfields, Thurston – Council to receive the response regarding the acquisition of the land highlighted in red from Sustrans – the meeting was informed that the Council's offer of £1 had been rejected once again and the Clerk had confirmed that the parish council was not prepared to increase its offer to £2,500 plus VAT nor was it prepared to cover Sustrans' reasonable legal costs. The Estate Management Surveyor had indicated that given the content of the report it was likely that the owner of the adjoining house would be approached regarding a potential sale of the land if the parish council's offer remained at £1. Whilst a copy of the valuation report had been received, council was made aware that no part of the report could be published in any document or statement without prior written consent and that this had not been forthcoming. **It was resolved that as the Railway Paths Ltd were being relieved of a liability, the council would continue with its stance and the £1 offer still stood, aif.**
- c) To note receipt of the annual play inspection reports (January 2024) covering the following areas: Thedwastre Park Play Area; New Green Open Space Play Equipment; Play Area on Heath Road and Play Area at the Recreation Ground, Church Road – council confirmed receipt of the reports and noted that the LEC were reviewing items that required attention.
- d) Council to be reminded of the principles of good information handling as specified under the UK General Data Protection Regulations – the Clerk reminded councillors of the procedures in dealing with personal information and how it should be used and how it is processed. There was a need to ensure that appropriate security was undertaken to protect personal information and how that information should be retained and kept safe.
- e) To receive nominations for the vacancies on the following committees: Leisure and Environment Committee and Recreational Facilities Committee – Cllr. Phil Smith agreed to sit on the Recreational Facilities Committee and Cllr. Graham Balaam on the LEC to be called upon as and when needed. It was agreed that to move forward the council would look to implement a substitution policy. The Clerk agreed to write such a policy for adoption at the next meeting.

9. TO CONSIDER MATTERS RELATING TO NETWORK RAIL:

- a) To receive an update from the Clerk on the feasibility study relating to the Thurston Station Level Crossing to be conducted by Network Rail – the Clerk confirmed that she had nothing further with which to update the council.

10. FINANCE:

- a) To approve the accounts awaiting payment including those coming forth (*Paper 1 – 03.04.24*) - the items awaiting payment were verified and explanations given where appropriate. **All were in agreement to approve those items as submitted under Paper 1 for payment, as seen at Appendix B, aif.**
- b) To retrospectively approve the accounts paid since the last meeting (*Paper 2 – 03.04.24*) - **the meeting retrospectively approved those payments that had been made away from the meeting as detailed under Paper 2 as seen at Appendix B, aif.**
- c) To note receipts allocated since the last meeting (*Paper 3 – 06.03.24*) - Council noted the receipt of monies received as identified at Appendix B.
- d) To consider and receive the Bank Reconciliation for the period ending 31st March 2024 (*Paper 4 – 06.03.24*) - Council noted the overall bank balances of £189,221.02 across both accounts held in the name of the Parish Council. All noted that Cllr. Rainbow would review the actual balances and sign in accordance with his role as Internal Controller. It was confirmed that the account to the end of February had been signed off.
- e) To note the CIL report for March 2024 including nominal sums for potential CIL expenditure for the coming

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- year and receipts received (*Paper 5 – 03.04.24*) – all noted the current CIL position which showed incurred expenditure in the sum of £125,209.67 with a balance of retained funds in the sum of £171,970.20. Council noted the details of the allocated funds for the year (committed) expenditure in the sum of £81,792.
- f) To grant authority to the Chair and RFO to sign the Annual CIL Monitoring Report for onward submission to MSDC – following a review of the report, **it was resolved to grant authority to the Chair and RFO to sign the report which would be sent onto MSDC and uploaded on the website by the due dates as set out under legislation, aif.**
 - g) To receive the budget to actual statement including aggregate income and expenditure for the year ending 31st March 2024 (*Paper 6 – 03.04.24*) - all received the final overrun as per the papers submitted noting the increase in staffing costs, street lighting costs and legal fees. Given the change in lighting provider it was anticipated that the street lighting costs would be more in line with budget in future years. Staffing costs for the coming year had been set to realistically cover the administrative duties that all roles now covered. It was also noted that if legal fees were removed then the year would demonstrate a realistic break-even position.
 - h) Council to approve expenditure to the repair of three parish owned streetlights in the sum of £2466 plus VAT (*Paper 7 – 03.04.24*) - **it was resolved that the costs for repairs to the lights be so approved, aif.**
 - i) To note the internal audit for the year ending 31st March 2024 will be carried out on 26th April 2024. The parish council offices will be closed for that day to residents and councillors – the meeting noted the date and the closure of the parish council office for that day.
 - j) Council to note the end of year payroll has been completed and P60s will be produced once 5th April year-end has passed – Council noted the closure of the year in accordance with year-end completion.
 - k) Council to note that the Clerk has completed and submitted the Suffolk Pension Fund Annual LGPS Return 2023/24 by the due date of 21st April 2024 – Council noted completion and submission of the year-end returns.

11. TO CONSIDER MATTERS RELATING TO THE COMMUNITY OF THURSTON:

- a) To receive any matters relating to the partnership working with the PCC in the production of the Thurston Community Newsletter – it was confirmed that the Clerk and Deputy had completed the production of the April newsletter and thanks were offered to Cllr. Morris for her assistance with the delivery of the newsletter to the distributors and Cllr. Bond for her assistance in distributing the newsletter to residents on College Park. It was also noted that thanks had been offered to a resident who had kindly covered a delivery round on behalf of the council.
- b) To receive an update on the recruitment of an Editor for the Community Newsletter – the meeting was advised that two of the three interviews had been conducted with one remaining. It was hoped that a new editor would be in post for the June edition. All noted the Clerk and Deputy would continue to act as Editors for the May edition.
- c) To receive an update on matters relating to Ixworth Road – as had been advised at the last two meetings, SCC were still to agree a way forward with Persimmon over the items raised in the Safety Audit. It was confirmed that an update had been received from the Development Management Technical Manager that afternoon which had stated that the re-design on the shared footway had been rejected as it did not go far enough to address the drainage problems. SCC was continuing to discuss this matter with its legal team to gain advice on how to move this forward.
- d) To receive an update on the Taxi-Bus Service – Thurston to Bury St Edmunds including matters relating to the Grant Offer under the BSIP to deliver enhancements to the Village Connections DRT Scheme - an update was given following the meeting between the four parishes to discuss how best to manage the service with the requirement for ENCTS bus passes. All noted that SCC required to the scheme to continue to operate in the same way as exiting. Discussion took place around “on demand” models but there was no model system to be deployed. Vertas have indicated that they are happy to continue but might have issues in extending the service without costing it as a commercially viable business. A draft funding agreement was still to be drawn up by SCC to allow the funds to be drawn down.
- e) SCC - [Suffolk to benefit from huge £7.3 million EV investment](#) – Council to consider nominating streets for consideration for on-street charging points – **it was resolved that in the first instance the Council would nominate the following streets / areas for consideration for on-street charging points: Cavendish Close; School Lane; School Road and that the New Green Centre should be nominated for a community charging hub.**

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- f) Council to note that the digital version of the Thurston Walks can now be found on the Discover Suffolk website: <https://www.discoversuffolk.org.uk/?s=thurston> – council noted that the delivery of the leaflets was awaited and that the routes had also been added to the Discover Suffolk App. It was anticipated that the coloured arrows on the footpath signs would shortly be installed to mark the route on the ground.

12. TO CONSIDER MATTERS RELATING TO PLANNING:

- a) To receive an update of the Council Liaison Meeting with Vistry (Linden Homes) held on 22nd March 2024 commencing at 9.30am – all noted that despite attendance from the parish council, only one member from Vistry had been at the meeting. Cllrs. Bond and Morris had however been shown the SUDS area and work being carried out to the area. The Clerk would chase for a further date later in April 2024.
- b) DC/23/02429 & DC/23/02430 – to receive an update on the status of both planning applications – it was confirmed that this matter had not been allocated to 10th April 2024 committee for planning as had been promised the previous week as the case officer required sight of further documentation. A request had been submitted to the agent who would be seeking to respond to the queries now submitted. Concern was raised at the issues this delay caused and its potential impact on the community benefits being offered to the parish of Thurston. It was noted that the case officer had stated that the additional information required was to satisfy consultees that the proposals are acceptable with mitigation. It was suggested that the applications could be heard at the committee meeting scheduled for 8th May 2024.
- c) To receive an update on works to Footpath TH6 - Norton Road to Church Road - the Clerk confirmed that she was still awaiting an update from SCC as to when the upgrade to these works would be completed as part of the footway had been metalled. The PROW team had confirmed that they had passed this onto SCC Highways and a response from the Development Manager at SCC was still awaited.
- d) To receive a verbal report on the site visit Thurston Extra Care Facility, Heath Road – progress was on schedule with the main building under construction. The cases for all of the bungalows had been cast with some walls erected. It appeared to be a professionally run site and an invitation had been extended to the parish council. Positive engagement had been a success. It was anticipated that the road closures would be scheduled following discussion with others. Target completion date was March 2025. A timelapse report would be shared with the parish council once the works were completed and further visits were welcomed and would be arranged.
- e) To receive a progress update on Michaelmas Court, Heath Road – a progress report had been received from the Delivery Manager at Housing 21 in which it was stated that the contractor RG Carter Southern Limited have made good progress despite the very wet weather this winter; a contractors report had been submitted summarizing current progress; the construction programme was on target for March 2025 and it was anticipated that there would be six weeks between practical completion and the first residents moving in. It was confirmed that several letter-drops had been fulfilled over the last few keeping neighbours nearest the site informed about building activities that may affect them. People who want to register an interest in one of the properties can do so via the webpage on the Housing 21 website: <https://www.housing21.org.uk/our-properties/search-our-properties/michaelmas-court/>.
- f) To receive a summary of the Officer Meeting with MSDC's Spatial Strategy Officers in relation to the adopted Thurston NDP and the timing of its review – *update given*
- g) To receive a report on the Ward Tour of Thurston with MSDC Senior Officers –
- h) SN/24/00077/SNL – New development at Meadow Lane – Council is requested to suggest 4 new road names for the development for consideration – the meeting agreed that names connected with the plants previously grown on the site were most suitable for the road names. **It was resolved that the following names should be put forward for consideration: Sweet William Way; Stocks Avenue; Delphinium Road; Larkspur Close; Lupin Avenue; Heartsease Way.** If the developer had not suggested a name for the development, suggestions were Heartsease (wild pansy grown on the field) or Highmead Pastures or Highmead Place.

13. COUNCILLOR REPORTS:

- a) To report village matters of concern to the Clerk which, if appropriate, would be actioned under delegated powers:
- Ixworth Road – village sign is incorrectly located and should be extended to the edge of College Park at the 30mph sign.

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- Barton Road – pavement parking between the village shop and the public house.
 - Potholes – areas to be reported.
 - Road names and signs for replacement, repair or cleaning.
 - Progress of Fishwick Corner.
- b) To receive items for information only from parish council appointed representatives on outside bodies / groups:
- Beyton Floor Resilience Meeting – Council was advised that a meeting had been set up by Beyton Parish Council with other PCs in attendance along with representatives from SCC; local farmers; TCC with the aim of exploring mitigation measures to prevent the roads in the parish from flooding. Riparian responsibilities were covered along with the works that SCC could undertake. Beyton PC agreed to enquire whether CIL money could be spent on a survey to identify the issues which would allow the parishes to communicate and help manage the discharge of water into and out of each parish. Once quotes had been received, the parish clerks for Tostock, Drinkstone, Hessett and Thurston would be informed. IN the meantime SCC and National Highways would be asked to do as much clearance and maintenance as possible. Since the meeting, it has been confirmed by MSDC that District CIL money cannot be used for funding investigative work. Both County Councillors for the areas have been asked as to whether they would have any funding that could be used. A local company who have experience in flood and water management had quoted a charge of £90 per hour.

14. CLERK’S REPORT – to receive and consider information from the Clerk and Deputy Clerk and in particular:

- a) To receive the reports of items actioned under delegated powers: reporting of potholes; lights; A14 diversion signs.
- b) To consider the request to carry over holiday into 2024-25 for all members of staff (*Paper Holiday Entitlement*) - as Council did not have a written agreement to carry forward leave year, **it was resolved and agreed that the members of staff be allowed to carry forward the outstanding annual leave for 2023-2024 into 2024-2025 as outlined in the submitted paper.**
- c) To note that the Clerk has set the dates for the period of the exercise of public rights for inspection of the matters relating to the accounting records for the year ending 31st March 2024 as being 3rd June to 12th July 2024 – the meeting noted the dates as set in accordance with Section 26 and 27 of the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015.
- d) To receive items for correspondence for noting only -
 - SALC Bulletins – these are circulated to all councillors once received.
 - SCC Programmes Urban Works and Footway Works – Council to note that notification has been received of the following works have been scheduled for Thurston for 2024-2025: Urban Works – Woodland Close to Church Road (end of cul-de-sac) and Footway Works – Genista Drive Junction to Furze Close Junction (Slurry seal).

15. TO CONFIRM THE DATE OF FUTURE MEETINGS: all to take place in Thurston Community Library –

- a) Planning Committee Meeting – 17th April 2024 - commencing at 7.00pm
- b) Annual Parish Meeting – 18th April 2024 – commencing at 7.30pm in the Cavendish Hall, Church Road.
- c) Leisure and Environment Committee Meeting – tbc.
- d) Annual Council Meeting – 1st May 2024 – commencing at 7.00pm

16. TO RESOLVE THAT UNDER THE PUBLIC BODIES (ADMISISON TO MEETINGS) ACT 1960, THE PUBLIC BE EXCLUDED FROM THE MEETING DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED – Council so resolved to go into camera for the following item on the grounds that staffing matters are confidential between the council and the staff members.

- a) To confirm that performance reviews have been completed on both the Litter Picker and the Deputy Clerk (*Confidential Paper*) – **it was resolved to approve the recommendations contained within the confidential report as submitted by the Clerk.**
- b) To note that the performance review for the Clerk is to be completed by the end of April 2024 – all noted that this would be arranged between the Clerk and the Chair.

17. CLOSURE OF THE MEETING – there being no other business the meeting was closed at 21.35pm.

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Appendix A - Glossary of Common Abbreviations used

Aif	All in favour
AGAR	Annual Governance and Accountability Return
APM	Annual Parish Meeting
ASB	Anti-social Behaviour
BACS	Bankers Automated Clearing Services
BUAB	Built Up Area Boundary
BMSDC	Babergh & Mid Suffolk District Councils
CC	Credit Card
CAS	Community Action Suffolk
CCG	Clinical Commissioning Group
CEO	Chief Executive Officer
Chq.	Cheque
Cllr.	Councillor
CMP	Construction Management Programme
Cttee.	Committee
CPT	Community Policing Team
DC	District Council
DCLG	Department of Communities and Local Government
DD	Direct Debit
FOI	Freedom of Information
FR	Financial Regulations
GA	Greater Anglia
GPoC	General Power of Competence
HMRC	Her Majesty's Revenue and Customs
HRA	Habitats Regulations Assessment
LGBCE	Local Government Boundary Commission for England
LHB	Locality Highways Budget
LPA	Local Planning Authority
MSDC	Mid Suffolk District Council
NEAP	Neighbourhood Equipped Area for Play
NHS	National Health Service
NDP	Neighbourhood Development Plan
NP	Neighbourhood Plan
NR	Network Rail
PC	Parish Council
PCSO	Police Community Support Officer
pdf	Portable Document Format
PIIP	Parish Infrastructure Investment Plan
PROW	Public Rights of Way
RAAC	Reinforced Autoclaved Aerated Concrete
RFO	Responsible Financial Officer
SARS	Suffolk Accident Rescue Service
SEA	Strategic Environmental Assessment
SALC	Suffolk Association of Local Councils
SCC	Suffolk County Council
SID	Speed Indicator Device
SLA	Service Level Agreement
SO	Standing Order
SPS	Suffolk Preservation Society
TCC	Thurston Community College
TOR	Terms of Reference
TPO	Tree Preservation Order
TPS	Thurston Primary School
TRO	Traffic Regulation Order
VAS	Vehicle Activated Sign
VCSE	Voluntary, community and social enterprise organisations

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Appendix B - Accounts submitted for payment

Accounts due for payment 3rd April 2024	Voucher	METHOD	NETT	VAT	TOTAL
SHO Cleaning & Maintenance – Office Cleaning	2055	Bacs	108.00	0.00	108.00
Gipping Press –April Newsletter	2056	Bacs	1170.00	0.00	1170.00
The Parish Notice Board Company – 2 no parish noticeboards – 50%	2057	Bacs	937.50	187.50	1125.00
SALC – Training – Routine Play Inspection Course	2058	Bacs	220.00	44.00	264.00
Zurich Municipal – increase to insurance premium	2059	Bacs	82.39	0.00	82.39
Rilatas – software support and maintenance agreement	2060	Bacs	192.00	38.40	230.40
Suffolk cloud – website hosting and emails	2061	Bacs	120.00	0.00	120.00
Realise Futures – new bench (CIL)	2062	Bacs	586.99	117.40	704.39
New Green Community Trust – recycling credits due	2063	Bacs	762.96	0.00	762.96

Accounts paid since 1st March 2024	Voucher	METHOD	NETT	VAT	TOTAL
New Green Trust – Office Suite Rent (March 24)	2031	SO	453.67	0.00	453.67
O2 – Mobile Phone – Feb - Mar 24 (Clerk's Phone)	2032	DD	11.00	2.20	13.20
BT – Pavilion Broadband (Feb – Mar 24)	2033	DD	37.95	7.59	45.54
O2 – Mobile Phone – Feb-Mar 24 (Editor's & Deputy Clerk's)	2034	DD	22.00	4.40	26.40
Adobe Systems Software – Acrobat Pro DC	2035	CC	16.64	3.33	19.97
Amazon – Garden Soil Tester – CIL Wildlife Garden	2036	CC	10.74	2.15	12.89
Amazon – Filing accessories	2037	CC	23.31	4.67	27.98
Amazon – Laptip Bag – x 2	2038	CC	33.89	6.78	40.67
Eurooffice – Inks	2039	CC	167.01	33.40	200.41
Aerial Direct – Broadband & office phone (Feb -Mar 24)	2040	DD	81.75	16.35	98.10
Ashtons – Legal Fees for land transfer	2041	Bacs	6647.50	1291.49	7938.99
Sy Edmundsbury Theatre Services – TCP – CIL	2042	Bacs	2000.00	400.00	2400.00
Mid Suffolk Croquet Club	2043	Bacs	500.00	0.00	500.00
MARPA – Subscription	2044	Bacs	25.00	0.00	25.00
Kompan – New Green Play Inspection	2045	Bacs	334.52	66.90	401.42
TOP Garden Services – Wlidlife Area Works – NG	2046	Bacs	210.00	42.00	252.00
Salaries – March 2024	2047-2052	Bacs	10694.73	0.00	10694.73
Suffolk County Council – Street Lighting	2053	Bacs	5382.86	1076.58	6459.44
Sackers – Monthly emptying of bins at New Green	2054	DD	122.96	24.59	147.55

Items paid following authorisation at meeting of 6th March 2024

SHO Cleaning & Maintenance – Office Cleaning	2021	Bacs	96.00	0.00	96.00
Westcotec Ltd – Battery for VAS	2022	Bacs	91.50	18.30	109.80
SALC – Councillor Training	2023	Bacs	60.00	12.00	72.00
Gipping Press – March Newsletter	2024	Bacs	1152.00	0.00	1152.00
The Parish Notice Board Company – 2 no parish noticeboards – 50%	2025	Bacs	937.50	187.50	1125.00
TOP Garden Services – works to remove trees on POS New Green	2026	Bacs	240.00	48.00	288.00
TOP Garden Services – works to tress on POS New Green	2027	Bacs	360.00	72.00	432.00
J West (on behalf of TCP) – Expenses - CIL	2028	Bacs	298.12	0.00	298.12
Gage Computer Services – computer set-up and outlook problems	2029	Bacs	176.00	0.00	176.00
Thurston Community College – venue hire – TCP - CIL	2030	Bacs	2139.34	427.86	2567.20

Receipts received since 1st February 2024	METHOD	NETT	VAT	TOTAL
Lloyds Bank – Interest	BACS	234.94	0.00	234.94
Newsletter adverts – renewals	BACS	1767.50	0.00	1767.50
Thurston Community Players – monies held on account	BACS	4008.43	0.00	4008.43
MSDC – Recylcing Credits – August 23 – January 24	BACS	762.96	0.00	762.96

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Inter Account Transfers carried out

Date of Transfer	Means	From Account	To Account	Amount Transferred	Reason for transfer
12.03.2024	TRF	1721	4092	£10,000.00	Funds
25.03.2024	TRF	1721	4092	£10,000.00	Funds

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