

Notice of Ordinary Meeting of BRADENHAM PARISH COUNCIL on Monday 9th May 2022 at the Cricket Pavilion following the Annual parish meeting and the Annual Parish Council meeting which start at 7.00pm

Agenda

1. Apologies
2. Disclosure of interest in items on the agenda
3. To confirm the minutes of the ordinary meeting of 14th March 2022.
4. To report on matters arising from the minutes not on the agenda.
The meeting will be closed for a Public Session - (15 minutes in total) - Members of the public are invited to attend and speak on items on the agenda or on matters of concern within the village at this point.
5. Reports:
 - a. County Councillors
 - b. RAF
 - c. Chairman
 - d. Clerk:
6. Meetings/training attended.
 - 17/03/22 WDALC-Vice-Chair
 - 29/03/22 BC- Planning Policy and Compliance Training
 - 20/04/22 BALC- Risk Management Training
7. Updates on activities:
 - a. Monthly and year end HMRC information submitted.
 - b. Defibrillator checked
 - c. Copy submitted to Naphill and WA Gazette and Contact.
 - d. PC members are sent the regular updates from BC and other parties.
 - e. MVAS: 2 new batteries ordered; new connectors needed.
 - f. NS&I accounts only available for individuals
 - g. Correspondence
8. Traffic issues.
Review and discuss the report by Jim Stevens.
9. NALC smaller councils committee asked for issues specific to smaller councils.
10. The Queen's Jubilee celebration plans.
11. Review the Parish Council's risk assessment.
12. Co-option
13. Planning:
 - a. BC decisions: None
 - b. New planning application: None
14. Finance:
 - a. The Parish Council to certify itself as exempt from limited assurance review. We do this as a smaller authority where the higher of gross income or gross expenditure was £25,000 or less and that meet the qualifying criteria (we publish our annual return on our web site.)
 - b. To note the internal auditor's report.

- c. To approve the asset register as at 31/03/22
- d. To approve and adopt the accounts for 2021-22 in the receipts and payments format.
- e. To note the year end bank reconciliation.
- f. Agree and sign the Governance Statement for 2021-22
- g. Agree and sign the Statement of Accounts 2021-22
- h. Review the accounts year to date

| Expenditure | Ytd 02/05/22 £ | Budget as set £ |
|---------------------------------|-------------------|--------------------|
| Clerk's salary | 346.04 | 4,245 |
| Admin expenses | 52.56 | 450 |
| WFH allowance | 0 | 500 |
| Insurance | 328.54 | 330 |
| Audit fee | 50.00 | 50 |
| Subscriptions | 59.89 | 150 |
| Donations rent | 160.00 | 160 |
| Donations | 0 | 200 |
| Fete/Jubilee party | 0 | 300 |
| Std maintenance | 0 | 400 |
| Devolved services grass cutting | 260.76 | 1014 |
| Training | 50.00 | 150 |
| Sundry | 0 | 100 |
| Dog waste collection | 50.00 | 580 |
| HS2 road safety 2021/22 budget | 0 | 500 |
| Project work | 0 | 500 |
| Track maintenance-other | 0 | 250 |
| Information board | 0 | 160 |
| Mvas batteries insurance claim | 615.00 | 0 |
| Vat | 190.49 | 0 |
| TOTAL | 2163.28 | 10,039 |

| Income | Ytd £ 02/05/22 | Budget £ |
|-----------------------|----------------|--------------|
| Precept | 3866.00 | 7732 |
| WDC devolved services | 0 | 108 |
| BC devolved services | 592.55 | 593 |
| Vat | 376.93 | 350 |
| Interest NS&I | 0 | 0 |
| TOTAL | 4835.48 | 8,628 |

- i. Receipts:
 - £3,866 receipt of 1st half precept from BC
 - £ 592.75 received from BC under devolved services for the grass cutting etc which the parish council has taken over.
 - £376.93 repayment of 2020/21 Vat from HMRC
- j. Approve a donation to the cricket for the use of the cricket club facilities by the parish council. In 2021/22 a £160 donation was made.
- k. Parish council insurance 2022/23 renewal@ £328.54. 22/23 is the 2nd year of a 3- year contract with Zurich. We paid £326.08 in 2021/22
- l. To approve S/O for staff costs April and May @ £ 346.04 per month
- m. Clerk hours:
 - Contracted 5.8 hrs /week
 - Holiday 0.6 hrs per week.
 Hours: from 07/03/22 to 02/05/22= 8weeks (46.4-4.8=41.6hrs) worked 44 hrs. 2.4hrs O/T

n. In between meetings the February dog bin emptying invoice from TBS Hygiene was paid @ £48.00 (in 21/22 accounts)

o. To approve the following payments as listed below:

| Cheques to be approved for payment at the meeting: | | £ |
|--|---|---------|
| Bradenham Cricket club | S137 donation in lieu of rent | 160.00 |
| Zurich Municipal | Insurance renewal | 328.54 |
| Guide Association of Bucks (Friends of Ellesborough) | 2020/21 internal audit done by Mrs P Hall | 50.00 |
| BALC | Subscription 22/23 | 59.89 |
| BALC | Risk Management training clerk | 50.00 |
| Swarco | 2 new Mvas batteries +delivery+vat | 738.00 |
| TBS Hygiene Ltd | Dog bins emptying | 60.00 |
| Princes Risborough TC | Grass cutting April | 312.91 |
| D Hansen | Clerk's expenses | 57.65 |
| Total | | 1816.99 |

| | |
|------------------------------------|-----------------|
| Funds available: | £ |
| Opening balances 02/05/22 | |
| HSBC Current account | 8,368.58 |
| NS&I @ 31/12/21 | <u>2,567.69</u> |
| | 10,936.27 |
| Less expenditure incl May payments | 1,816.99 |
| Less May Salary | 346.04 |
| FUNDS AVAILABLE May 2022 | <u>8,773.24</u> |

15. Members' questions.

16. To confirm date of the next ordinary meeting as Monday 11th July 2022

Future meeting dates:

Monday 12th September 2022 and Monday 14th November 2022. All meetings start at 7pm

D Hansen

Clerk to the Council,
Riva, Naphill Common, Naphill, High Wycombe, Bucks. HP14 4SZ Tel: 01494-562254, e-mail: clerkbradenhampc@gmail.com

The meeting is open to the public and members of the press.