

	i. Thank you note received from Saunderton Lodge for the Tesco vouchers, noted.	
8	<p>Policies, it was noted that:</p> <ol style="list-style-type: none"> 1) Computer and Telephone misuse policy was reviewed. 2) Information Protection Policy was reviewed. 3) Information Security Incident Policy was reviewed. 4) Information Security Policy was reviewed. 	Clerk
9	Noticeboard repairs were discussed above under item 7f.	
10	<p>Risk Assessment.</p> <p>The PC's 2024 Risk assessment was reviewed and approved.</p>	Clerk
11	<p>Village fete/picnic for 2024.</p> <p>Cllr Paul Wooster had informed the Chair, Cllr Peggy Ewart and clerk that there would be no village fete in 2024. A group had been formed that would organise a 2025 fete. Cllr Richard Langridge was also aware of the proposal. In recent years the PC had appointed a "Fete Committee" to arrange various village/parish event, involving the church, the cricket club, and residents. The PC's involvement means that the council's insurance can cover the event. The PC had received funds from BCC Cllr Carl Etholen in January 2020 to use for village fetes. There is still a balance of this money left due to the covid pandemic.</p> <p>Cllr Paul Wooster to ask the organising group if two parish councillors, himself and Cllr Peggy Ewart could join this group to enable the PC to provide insurance and support.</p> <p>The PC could then formally appoint the Committee to organise a fete. Action clerk.</p>	Clerk, Cllr Paul Wooster
12	<p>HS2 Safety fund.</p> <p>Although speeding through the parish is a problem, it was agreed that this was not caused by HS2 traffic.</p>	
13	<p>Planning:</p> <ol style="list-style-type: none"> a. BC decisions: None b. Outstanding planning applications awaiting decision noted: <ul style="list-style-type: none"> • 23/06458/FUL. Willow Barn, New Road Walter's Ash. Demolition of existing building and construction of replacement storage/showroom building. PC objected. • 23/06775/CLE. Bradenham Manor. Certificate of Lawfulness for existing use confirming that existing C2 use class exists that allows a new residential training and educational facility under long term lease. PC confirmed the long-standing use. c. New planning applications: None 	
14	<p>Finance:</p> <ol style="list-style-type: none"> a. The Parish Council certified 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. The internal auditor's report was noted. She found the accounts to be correct. c. The asset register as at 31/03/24 was approved. d. The accounts for 2023-24 in the receipts and payments format were approved and adopted. e. The year end bank reconciliation was approved. f. The Governance Statement for 2023-24 was approved and signed by the Chair and clerk. g. The Statement of Accounts 2023-24 was approved and signed by the Chair and RFO. h. The accounts year to date 13/05/24 were reviewed. Clerk to place all legally required paperwork on the website. i. Note receipt of £4,529.50 from BC first half 24/25 precept, £772.26 from BC for 24/25 devolved services and £422.02 from HMRC VTR for Vat reclaimed for 2023/24. j. The NS&I account. This account gives 0.85% interest. The balance is £ 2,570.08. It was agreed to close the account at the next meeting and transfer the balance to the current account. Clerk to place the item on the next agenda. k. A donation of £220 in lieu of rent to Bradenham Cricket Club was agreed. l. S/O for staff costs April and May @ £ 396.38 per month was approved. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

- m. Monthly bank charges @ £8 was approved.
- n. Clerk hours noted:
- Contracted 5.8 hrs /week.
 - Holiday 0.9 hrs per week.
- Hours: from 04/03/24 to 13/05/24 = 11 weeks (63.8-9.9=53.9hrs) 53.5 hours worked
12.5 hrs OT from 22/23 outstanding.

Expenditure	Ytd 20/05/24 £	Budget as set £
Staff costs	396.38	4,994
Admin expenses	48.60	450
WFH allowance	0	500
Insurance	357.87	345
Audit fee	55.00	55
Subscriptions	62.79	150
Donations rent	220.00	220
Donations	0	140
Fete	0	220
Std maintenance	0	350
Devolved services grass cutting	280.72	1378
Training	10.00	100
Sundry	0	100
Dog waste collection	112.77	838
Additional dog bin	311.95	250
Saving for new laptop	0	150
Bank charges	16.00	96
Vat	148.40	0
TOTAL	2020.48	10,336

Income	Ytd £ 20/05/24	Budget £
Precept	4,529.50	9059
WDC devolved services	0	111
BC devolved services	772.26	659
Vat	422.02	500
Interest NS&I	0	37
TOTAL	5,723.78	10366

- o. It was noted that in between meetings the following invoices were paid:
- invoice SI 1391 (March) from Tactical Facilities management ltd of £51.55 was paid for dog bin emptying.
 - invoice SI-1448 from Tactical Facilities Management Ltd for the installation of the new dog waste bin. £102.00.
 - Invoice EA39194 from Earth Anchors for a new dog bin @ 272.34 was reimbursed to the clerk who had paid for this in advance to facilitate early installation.

p. To approve the following payments as listed below:

Payments approved for payment at the meeting:		£
BALC	Annual subscription	62.79
BALC	Knowledge bits Domain names explained (course in Feb 24)	10.00
Tactical Facilities Management	Dog bin emptying April	83.77
Zurich Municipal	Annual insurance	357.87

Clerk

	Guide Association of Bucks (Friends of Ellesborough)	For Mrs P Hall who carried out the 23/24 internal audit.	55.00	
	Princes Risborough TC	Grass cutting	336.86	
	Bradenham Cricket club	S137 donation in lieu of rent	220.00	
	D Hansen	Clerk's expenses	55.92	
	Total		1,182.21	
	Funds available:		£	£
	Opening balances 13/05/24 HSBC Current account		8,518.35	
	Less expenditure incl May payments		1,182.21	
	Less clerk May Salary		396.38	
	Current A/C May 2024		6,939.75	
	NS&I @31/12/22		<u>2,570.08</u>	
	TOTAL Funds		9,509.83	
15	Members questions a. The clerk was asked to write to the National Trust asking for their plans for the village and what is happening with the empty houses. And inviting the NT to a parish council meeting.			Clerk
16	The date of the next ordinary meeting was confirmed as Monday 15th July 2024 Future meeting dates: Monday 9 th September 2024 Monday 11 th November 2024. All meetings start at 7pm.			

The Chair.....date.....