**DUNTISBOURNES PARISH COUNCIL**

**Meeting to be held on 26th September 2023 at 7pm**

**At the Village Hall**

|  |  |
| --- | --- |
|  | **Introductions and Welcome from Chair of Council** |
|  | **Attendance to be recorded** (anticipatedas Parish Councillors Jane Edwards (Chair), Rupert Lane, Julian Weston, Jamie Eykyn, Valerie Dyson, Eammon Cuthbert, Samantha Scott White. District Councillor Julia Judd and County Councillor Joe Harris, & members of the public |
|  | **Apologies for absence to be accepted/recorded** |
|  | **Declaration of interests from Parish Councillors on matters on the agenda to be invited-**  Clerk has previously advised on declaration of interests on matters where decisions may be in the personal/financial interests of individual councillors |
|  | **Public Session:** members of the public are invited to ask questions and raise points of interest on matters on the agenda and then may remain to observe the remainder of the meeting- |
|  | **Council to approve the minutes of the meeting held on 8th August 2023** |
|  | **Council to invite update on report from District Councillor Judd as distributed via email** |
|  | **Council to invite report from County Councillor Harris** |
|  | **Council to consider paying a grant to Village Hall as requested in the sum of 22/23 £250 and 23/24 £250 total request £500 (BALANCE IN GRANT BUDGET £100)** |
|  | **Council to consider purchasing a notice board for Middle Duntisbourne (RESERVES £1000)** |
|  | **Council to consider making a CIL grant to the Village Hall for roof and other repairs-Village Hall shortfall in fundraising £1250 and other works to be programmed in the sum of £3k-£4k (cil reserves £1121)** |
|  | **Council to discuss Village Gates -speed reduction project as agreed at March 23 meeting (to discuss post May 23)** |
|  | **Council to approve payment list as discussed** |
|  | **Council to approve financial reports as attached** |
|  | **Council to consider budget /precept for 24/25** |
|  | **Council to consider highway matters including**  **Welsh Way Flooding and drainage issues** |
|  | **Planning matters**  **To note update from planning officer on 21/04562/FUL – Jackbarrow (still pending)** |
|  | **Defibrillator update-**  **Council to consider if it wishes to arrange 1st Aid training on the use of the Defibrillator for up to 12 people (St Johns Ambulance).** |
|  | **Council to note celebration of D-Day 80th anniversary to take place on 6th June 2024 and to consider if the PC wish to make any arrangements** |
|  | **Council to agree resolution to exclude members of the public/press/members of**  **other Council bodies under Public Bodies (admission to meetings Act 1960) by**  **reason of the confidential nature of the business to be transacted regarding**  **employment matters and ex Councillor update** |
|  | **Date of next meeting Tuesday 28th November 2023 (budget/precept) and 26th March 2024** |
|  | **Any other business for information sharing purposes followed by close of meeting** |

**Financial reports**

**To 19/9/23**

**Cash book**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| payee | date | CHQ NO | AMOUNT | CURRENT A/C BALANCE |
| opening current account balance | 01/04/2021 |  |  | 8155.6 |
| precept | 01/04/2022 | receipt | 6600.00 | 14755.60 |
| zurich insuance | 04/05/2023 | 237 | -140.00 | 14615.60 |
| defib warehouse battery | 03/05/2023 | 238 | -356.80 | 14258.80 |
| pata payroll | 18/05/2023 | 239 | -103.20 | 14155.60 |
| gaptc | 18/05/2023 | 240 | -86.03 | 14069.57 |
| b holder | 30/04/2023 | so | -125.49 | 13944.08 |
| b holder | 30/05/2023 | so | -125.49 | 13818.59 |
| b holder | 30/06/2023 | so | -125.49 | 13693.10 |
| b holder | 30/07/2023 | so | -125.49 | 13567.61 |
| b holder | 30/08/2023 | so | -125.49 | 13442.12 |
| hmrc | 30/06/2023 | 241 | -198.00 | 13244.12 |
| b holder | 18/05/2023 | 242 | -22.48 | 13221.64 |
| cancelled |  | 243 | 0.00 | 13221.64 |
| coronation event donation | 18/05/2023 | 244 | -500.00 | 12721.64 |
| hmrc to 31/7/23 | 01/08/2023 | 245 | -54.54 | 12667.10 |
| open spaces | 08/08/2023 | 246 | -45.00 | 12622.10 |
| hmrc to 31/8/23 | 31/08/2023 | 247 | -79.76 | 12542.34 |
| b holder | 19/09/2023 | 248 | 29.16 | 12571.50 |

**Bank reconciliation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 01/04/2023 | OPENING BANK BALANCE | |  | 8155.60 |
|  | EXPENDITURE FOR PERIOD | | 2242.42 |  |
|  | INCOME FOR PERIOD | | 6600.00 |  |
|  | NET EXPENDITURE | |  |  |
| as at above | BANK BALANCE AS ABOVE | |  | 12513.18 |
|  |  |  |  |  |
| as at 31/8/23 | BAL PER S/M |  |  | 12622.10 |
|  | LESS U/P CHEQUES | |  |  |
|  |  | 247 | 79.76 |  |
|  |  | 248 | 29.16 | 108.92 |
|  |  |  |  | 12513.18 |

**Other reconciliations**

**Payroll**

|  |  |  |
| --- | --- | --- |
|  | cash book | pata |
| net | 496.65 | 496.65 |
| hmrc | 330.80 | 330.80 |
| gross | 827.45 | 827.45 |

**Expenses**

|  |  |  |
| --- | --- | --- |
| expenses | May-23 | Sep-23 |
| salary adj |  | -0.80 |
| mileage | 9.18 | 18.36 |
| stationery | 5.00 |  |
| postage | 6.00 | 8.00 |
| printing | 2.30 | 3.60 |
|  | 22.48 | 29.16 |
|  |  |  |

**Budget against actual to 19/9/23**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| budget to date | BUDGET | ACUTAL YEAR TO DATE | BALANCE AVAILABLE TO SPEND | **tax base** |
| PRECEPT | 8800 | 6600.00 |  | 189.90 |
| CIL RECEIPTS |  | 0.00 |  |  |
| inter account trans |  | 0.00 |  |  |
| wayleave |  | 0.00 |  |  |
| VAT to be reclaimed |  | 0.00 |  |  |
| other receipts |  | 0.00 |  |  |
|  |  | 0.00 |  |  |
| INCOME | 8800 | 6600.00 | 0.00 |  |
| Clerk salary | 2010 | 827.45 | 1182.55 |  |
| **ADMIN EXPENSES** | 400 | 182.44 | 217.56 | wfh+mileage |
| **INSURANCE** | 160 | 140.00 | 20.00 |  |
| **GRANTS & DONATIONS** | 600 | 500.00 | 100.00 | church/village hall |
| **payroll costs** | 100 | 104.70 | -4.70 |  |
| **SUBSCRIPTIONS** | 100 | 131.03 | -31.03 |  |
| **NOTICE BOARDS & other community assets** | 200 | 0.00 | 200.00 | reserves |
| **GRASS CUTTING/VERGE COSTS** | 300 | 0.00 | 300.00 |  |
| DEFIBRILLATORS |  | 356.80 | -356.80 | reserves |
| AUDIT & LEGAL FEES | 150 | 0.00 | 150.00 |  |
| DOG BINS | 250 | 0.00 | 250.00 | reserves |
| election fees | 1000 | 0.00 | 1000.00 | reserves |
| to precept RESERVES | 2000 |  | 2000.00 | reserves |
| TO CONTINGENCY RESERVES | 1530 |  | 1530.00 | reserves |
| **Expenditure** | 8800 | 2242.42 | 6557.58 |  |
|  |  | 6557.58 | 1121.00 | cil bfwd |
|  | 8800.00 | 8800.00 | 7678.58 |  |

**Reserves AT 1/4/23**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **earmarked reserves** | y/e 2021 | y/e 2022 | Y/E 2023 | 01/04/2023 |  |
| COMMUNITY PLAN | 1000 | 1000 | 1000 | 0 | Council agreed to VIRE TO ELECTION EXPENSES |
| ELECTION EXPENSES |  |  |  | 1000 |  |
| SPEED REDUCTION |  |  |  | 1000 | Council is considering speed reduction initiatives |
| GENERAL | 63 | 445 | 1446 | 918 | £1K VIRED TO SPEED REDUCTION |
| DOG WASTE BINS | 250 | 500 | 750 | 750 | each bin costs approx £200 plus installation |
| NOTICE BOARD | 1000 | 600 | 800 | 800 | each notice board costs approx £800 |
| Cil 4 YEARS TO SPEND |  | 1121 | 1121 | 1121 |  |
| underspends |  |  | 472 | 0 | moves to general at start of next financial year |
| precept |  |  | 2500 | 2500 | Council is advised to retain upto 1 year precept for extra ordinary circumstance |
| defibrillators |  |  | 67 | 67 | Council is advised to save for new batteries/pads (£400) plus cost of replacement |
|  | 2313 | 3666 | 8156 | 8156 |

**PREDICTED RESERVES AT 19/9/23**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **earmarked reserves** | 2023 | 1st April | 19-Sep |  |
| COMMUNITY PLAN | 1000 | 0 | 0 | Council agreed to VIRE TO ELECTION EXPENSES |
| ELECTION EXPENSES |  | 1000 | 2000 | Total cost for by-election for 2 parishes **£3k** plus cost of contested 4 yearly elections for 2 parishes **£650** |
| SPEED REDUCTION |  | 1000 | 1000 | Council has agreed to consider speed reduction initiatives |
| GENERAL | 1446 | 918 | 362 | £1K VIRED TO SPEED REDUCTION in 2/y/e 2023 |
| DOG WASTE BINS | 750 | 750 | 1000 | each bin costs approx £200 plus installation |
| NOTICE BOARD & other community asset | 800 | 800 | 1000 | each notice board costs approx £800 |
| CiL | 1121 | 1121 | 1121 | 4 YEARS TO SPEND as per criteria set by CDC |
| CONTINGENCY for LEGAL /PROFESSIONAL COSTS |  |  | 1530 | legal /professional costs |
| underspends | 472 | 0 |  | moves to general at start of next financial year |
| precept | 2500 | 2500 | 4500 | Council is advised to retain upto 1 year precept for extra ordinary circumstance |
| defibrillators | 67 | 67 |  | Council is advised to save for new batteries/pads (£400) plus cost of replacement defibrillator |
| bank balance at year end | 8156 | 8156 | 12513 |  |

**Risks to be considered when setting budget**

* Consideration GAPTC advice re minimum hours (+£688) plus employees may require ers pension contributions depending of salary band
* **donation to Church – Clerk has referred Councillors to NALC L01-18 financial assistance to the Church and has advised that the PC does not have a power to donate to a church, church grounds or fabric of building**
* other matters of risk to consider are
* extra ordinary circumstances where a precept may not be submitted
* Cost of by-election (which can be called anytime by 10 or more residents on a resignation and is not limited in the number that can be called in any one year)
* Speed reduction project – Council agreed to consider after May 23 - Village gates cost approx. £4k per pair plus installation
* Contingency for legal fees-has been demonstrated in the last 5 years that the Council may take legal action at short notice – cost of solicitors in range of £250 pa currently for land matters
* Grass cutting – no regular invoice or contract has been agreed
* Defibrillator pads must be changed when Defibrillator is used
* Battery life approx. 4 years
* Cost of new Defibrillator £2k plus cabinet/installation
* TRO (traffic regulation orders) -any changes to Highways may need a TRO which (current costings) involves a feasibility study £1500 3 rounds of public consultations, speed surveys at various points £180 each and then the TRO itself can be in the range of £10k to £20k
* Council could consider adopting Power of General Competence if it has 2/3rd of its members elected and a qualified Clerk.

Tax base = 189.9 (23/24)

Examples of precept and effect on Council Tax costs

Precept at £8800= average band d property =£46.34

Precept at £8000= average band d property= £42.12

Precept at £9000= average band d property =£47.39

**DUNTISBOURNES PARISH COUNCIL**

**DRAFT MINUTES**

**EXTRA ORDINARY MEETING OF THE COUNCIL**

**HELD AT 7.00PM ON 8TH AUGUST 2023**

**IN THE VILLAGE HALL**

|  |  |
| --- | --- |
|  | **Welcome from Chair of Council** |
|  | **The Chair of the Council gave an overview of the process of the AGAR and brought to the attention of the Council that the independent audit report stated that the proper accounting records and approval of financial records were stated as appropriate and that items a, b, e, g, I, j, k, m were marked as yes**  **Council then considered the independent internal auditors report in detail and agreed actions where items were marked NO**  **c) risks considered by the council were not fully documented in the minutes**  **Council looked at the November 22 minutes item 10 where the minutes explain the changes to the election costs policy of CDC**  **Council also noted that the electoral rules state that the 2 wards of The Duntisbournes are treated separately and can be charged separately which could have an impact of £3k in terms of electoral costs**  **d) Council noted precept advice from independent auditor and will consider the matter in detail at the next precept setting meeting**  **Council considered the expanding of minutes to include more details on how Council makes decisions in future. Clerk informaed Council that GAPTC advice is to record decisions and that the process for agreeing the minutes at meetings and that it was down to the Council to agree any changes to draft minutes including expansion of details.**   1. **Council noted the comments regarding the asset register and will include in future financial reports**   **L) Council accepted that the publishing deadline date was not met and the Council will look to meet in June in future years to allow the deadline to be met including the independent internal auditor report prior to the annual governance statements are signed. Clerk also advised that an extension to the submission of the exemption certificate can be applied for if it is felt appropriate. However, the publication of the independent internal and Council’s governance statement remains as 30th June**  **n) Council was informed that the clerk had already sought the external auditor’s advice regarding lack of independent internal auditor reports, and the advice received was to put a note on the website explaining the lack of 2022 independent auditor report and Council agreed to do so** |
|  | **Council re-considered its annual governance statement in relation to 22/23 in light of the independent auditor’s report and agreed that**  **points 1,2, 3,4,7, were to be ticked as yes**  **Point 5 Council felt that risks were considered and that the notes taken from the financial reports attached to November 22 minutes as well as minute 10 related to the risks that the Council may face and agreed to tick yes**  **Points considered- Council wish to make**  **Provision for CDC election costs-see above**  **Provision for TRO or funding other highway schemes -none**  **Cost of Defib pads/batteries approx. £400 – noted and further investigations**  **Clerk advised that Council does not have the power to make donations to Churches, its grounds or services but Council wishes to make provision for donations for community amenities in the Church/Village Hall**  **the Council wish to re-allocate funding for community plan to election costs**  **Point 6 – Council agreed No as the deadline date was not met Council will look to meet in June in future years to allow the deadline to be met including the independent internal auditor report prior to the annual governance statements are signed**  **Council agreed to sign the amended AGAR statements** |
|  | **Council considered external auditor’s advice regarding independent internal auditor reports, which was to put a note on the website explaining the lack of 2022 independent auditor**  “Council should consider the implication of this when answering Assertion 6 of the Annual Governance Statement.  Please also ensure that explanations for any “No” responses to assertions are also published with the AGAR once approved”  **Point 6 – Council agreed No as the deadline date was not met** |
|  | **Attendance recorded as Parish Councillors Jane Edwards, Samantha Scott-White, Andy Beckett, Julian Weston &** **Mick Lowe** |
|  | **Apologies for absence received accepted and recorded**  **Parish Councillor Rupert Lane & Valerie Dyson,** |
|  | **Declaration of Interest for matters on the agenda were invited-** none |
|  | **Public Participation was invited-** none were present |
|  | **Council agreed resolution to Council to exclude members of the public/press/members of other Council bodies under Public Bodies (admission to meetings Act 1960) by reason of the confidential nature of the business to be transacted regarding employment matters** |
|  | **Council considered and agreed delegated actions to Chair and Clerk** |
|  | **Highways -Centurion garage area update from Chair**  **Council noted that the next meeting ( 26th September) matters to be discussed**  **donation to Church – Clerk has referred Councillors to NALC L01-18 financial assistance to the Church**  **Event for ex-Councillor to be held in November**  **CIL reserves that need to spent- agenda item for meeting- Chair confirmed able to give to Village Hall for new roof- Clerk advised that request for grants should come from Village Hall Committee. Clerk also advised on Powers to be used to allow such expenditure**  **Emergency plan update**  **Precept to be discussed in September 2023 meeting**  **Meeting closed at 19.32** |