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NOTICE

A Meeting of the Parish Council

Will be held at 19.00pm in the Parish Office on Friday 22nd September 2023

Agenda

Members: Chair R De Burle, Deputy Chair P Lamb, Cllr J Whitehead, Cllr K De Burle.

All meetings will be recorded for the purpose of accuracy and clarity.

- 1. To Receive Apologies of Absence.**
- 2. Member Declaration of Interests.**
- 3. Approval of Minutes.**

Meeting minutes for Tuesday 8th August 2023.

- 4. Chairman's report.**

Verbal report.

- 5. Public Forum (maximum individual 3 mins) (Standing order rule 3k)**

To respond to written questions, unless included elsewhere in the agenda.

To receive any verbal contributions offered by members of the public in relation to tonight's agenda.

- 6. Matters Arising (Verbal Report)**

- 7. National Highways & Transport (NHT) Public Satisfaction Survey – Parish Consultation.**

Members to discuss the invitation to complete the NHT Public Representative Survey.

Moved

Seconded

Discuss

Vote

8. Autumn Hedge Cutting.

Members to discuss using a professional service to autumn cut parish hedges and to decide which hedges are to be cut in order to obtain quotes.

Moved Seconded Discuss Vote

9. Parish Hall Annual Insurance.

Members to discuss and approve 2023/24 insurance renewal.

The Parish Hall reinstatement cost was assessed in July by Cardinus which showed an increase of 41%.

2022/23 renewal cost £2951.79 Parish Hall insured value £900,000.00

2023/24 renewal cost £3895.13 Parish Hall insured value £1272,300.00

Moved Seconded Discuss Vote

10. Financial Matters.

- a. External auditor closing report and certificate for 2022/2023 received.
Members to note the report and comment as appropriate.

The report shows:

1. The Notice of public rights was displayed one day late and for longer than the mandatory period.
2. There were administrative errors in filling in sections 1 and 2.
3. The Internal auditor did not cover objective F regarding petty cash.

The proposal is to approve publication on our website.

Moved Seconded Discuss Vote

- b. Variance in reported Council spend figures for April, May & June.
Members to consider and rectify a reported variance caused by a change in reporting procedures.

1. April - reported £11,473.26 Should be £11,447.38
2. May – reported £30,528.93 Should be £29,925.33
3. June - reported £10,489.63 Should be £13,243.35

Proposal is to correct the base accounts to reflect these changes and correct running accounts.

Moved Seconded Discuss Vote

- c. To approve list of payments made.

July 2023 list of payments no 4 value £13,402.30

Moved	Seconded	<u>Discuss</u>	Vote
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August 2023 list of payments no 5 value £14,666.71

Moved	Seconded	<u>Discuss</u>	Vote
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- d. Members to note July & August List of receipts received Cemetery/Hall/Allotments.
Member circulation only.

- e. Parish Financial 1st quarter account update.

Members to note the position and approve publication.

- f. Members to note Bank Reconciliation Statements.

11. Proposal to move to a Closed Session as required by law to discuss matters relating to staffing.

Moved	Seconded	Member vote
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Meeting Close / Next meeting TBA.