# Brimpton Parish Council

# Minutes of the Annual Parish Council meeting

Date: Tuesday 16th May 2023 Time: 7.00pm

Place: Brimpton C of E Primary School

Attending: Mr John Hicks

Mr Phil Bassil

Mr Charles Brims

Mr John Dolphin

Mr Nick Matthews

Mrs Wendy Matthews

In Attendance: Christine McGarvie (Clerk)

District Cllr Dominic Boeck

13 members of the public

**34/23 To Elect a Chairman of the Parish Council**

Mr Brims proposed that Mr Hicks be elected as Chairman for the municipal year and this was seconded by Mrs Matthews. The Council resolved unanimously that Mr Hicks should be appointed as Chairman. Mr Hicks took the chair.

**35/23 To Elect a Vice-Chairman of the Parish Council**

Mr. Bassil proposed that Mr Matthews be elected as Vice-Chairman for the municipal year and this was seconded by Mr. Dolphin. The Council resolved unanimously that Mr. Matthews be appointed as Vice-Chairman.

## 36/23 Declaration of Acceptance of Office forms.

All councillors signed their declaration of acceptance of office forms in the presence of the Clerk before the meeting started.

**37/23 Apologies for absence**

None

**38/23 To receive declarations of interest relating to items on the agenda**

None

**39/23 Minutes of the previous meeting**

39.1 It was unanimously agreed that the minutes of the meeting held on 4th April 2023 were a true and accurate record. The Chairman signed the minutes.

Matters arising and review of the action tracker was deferred to the June meeting.

**40/23 To appoint council representatives to outside bodies**

The following appointments were agreed :-

Brimpton Common Fuel Allotment trust - Grahame Hawker, Bob Moore, Gaila Adair and Nick Paus;

Brimpton Village Hall Management Committee – John Dolphin

St. Peter’s Almshouse Charity – Patrick Bowring

AWE LLC – Phil Bassil

West Berkshire Climate Change Forum – Grahame Hawker

**41/23 To reconfirm that the conditions for the General Power of Competence have been met**

Following the elections on 4th May 2023 all councillors have been duly elected and the Clerk is CiLCA qualified. The conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 have therefore been met and the council resolved unanimously to adopt the General Power of Competence.

**42/23 Planning and Development**

Consideration of planning applications received was deferred to the June meeting.

**43/23 Finance**

**43.1 To approve payments and approve reconciliation against bank statements**

The payments and bank reconciliation were approved. Mr Hicks to approve the payments online.

**43.2 To discuss internal auditors report and review internal controls (including appointing internal checker)**

The Parish Council considered and accepted the internal auditor’s report. It was agreed to appoint Claire Connell as the internal auditor for the year and Mr. Bassil as the internal checker.

**43.3 To approve the Annual Governance statement**

The Parish Council considered the Annual Governance statements and resolved to reply Yes to statements 1 to 8 and n/a to statement 9. It was agreed that the Chairman should sign the Annual Governance Statement on behalf of the Parish Council.

**43.4 To approve the end of year Statement of Accounts for 2022/23 and amended asset register**

The Statement of Accounts for 2022/23 were approved and it was agreed that the Chairman should sign on behalf of the Parish Council**.**

The asset register was reviewed. Mr Hicks reported that advice had been received from the internal auditor that the Village Hall should be listed on the asset register with a nil value as the Parish Council is the Custodian Trustee. All agreed to accept this advice. Clerk to update the asset register accordingly.

**Action: Clerk**

**43.5 To agree to certify as exempt from external audit**

Both income and expenditure in 2022/23 were below £25k. The Parish Council agreed to declare itself exempt from external audit.

**43.6 To agree the dates for the public exercise of rights**

It was agreed to set the dates for the public exercise of rights as 5th June to 14th July 2023.

**43.7 To confirm insurance on Long Term Agreement**

Zurich have quoted £347.35 for this year’s insurance. Last year £332.48 (the increase is due to the IPT tax increase). Clerk has added the fencing at the hall and the metal village map to the insurance schedule and this did not lead to an increase in the premium.

All agreed to accept the new quote.

**33/23 To Agree Date of Next Meeting – Tuesday 6th June 2023 in Brimpton Village Hall**

Signed: …………………………………………………………………. Date:………………………………………

(Chairman)

Appendix A

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting Report 16th May 2023 | |  |  |
| **Community Account** | |  |  |
| **Statement balance 24/4/2023** | **Cashbook balance as at 24/4/2023** | **Cashbook balance after new payments made** |  |
| **£26,550.65** | **£26,550.65** | **£25,307.79** |  |
| **Payments made since last meeting** |  |  |  |
| **Cheque No** | **Payee** | **Details** | **TOTAL COST** |
| EP | Parochial Church Council | Grant for grass cutting | 2000.00 |
| DD | Barclaycard | Springback binder | 13.99 |
| SO | Mrs C McGarvie | March salary | 279.00 |
| EP | Berkeley Studio Ltd | 25 mugs | 200.00 |
| **TOTAL** |  |  | **£2,492.99** |
| **New items for payment** | |  |  |
| **Cheque No** | **Payee** | **Details** | **TOTAL COST** |
| SO | Mrs C McGarvie | May salary | 279.00 |
| EP | John Dolphin | Flag, flagpole, table cloths for Coronation event (VAT 8.83) | 76.34 |
| DD | Barclaycard | Bunting for coronation event (VAT 5.01) | 30.13 |
| DD | Barclaycard | Defib pads (vat 15.29) | 91.74 |
| EP | Mrs B Scott | Coronation hamper prizes | 71.08 |
| EP | BALC | Subscription fee | 137.22 |
| EP | Zurich Municipal Ltd | Insurance | 347.35 |
| EP | Claire Connell | Internal Auditor | 150.00 |
| EP | Phil Bassil | laser cut beacon(VAT £10) | 60.00 |
| **TOTAL** |  |  | **£1,242.86** |
|  |  |  |  |
| **Receipts since last meeting date** | |  |  |
| **Receipt Date** | **Payer** | **Details** | **TOTAL AMOUNT** |
|  |  |  |  |
| 27/03/2023 | Pearce | Mug | 10.00 |
| 27/03/2023 | Lamontagna | Mug | 10.00 |
| 03/04/2023 | Scott | Mug | 10.00 |
| 06/04/2023 | Cash | Mugs | 100.00 |
| 17/04/2023 | Cox | Mug | 10.00 |
| 18/04/2023 | HMRC | VAT refund for 22/23 | 1528.48 |
| 24/04/2023 | Martin | mugs | 30.00 |
|  |  |  | **£1,698.48** |
| **Payments not presented as of 24/4/2023** | |  |  |
| **Cheque No** | **Payee** | **Details** | **TOTAL COST** |
| **TOTAL** |  |  |  |
|  | | |  |
| **Receipts not cleared as of 24/4/2023** | |  |  |
| **Receipt date** | **Payer** | **Details** | **TOTAL COST** |
|  |  |  | 0 |
|  |  |  |  |
| **Savings Account balance 24/4/2023** | £31,978.31 |  |  |

Appendix B

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Reconciliation 7th May 2023** | |  |  |
| **Authority name** | Brimpton Parish Council |  |  |
| **Prepared by** | Christine McGarvie | Clerk and RFO |  |
| **Date** | 7th May 2023 |  |  |
| **Approved by** | John Hicks | Chair of council |  |
|  |  |  |  |
| Balance per bank statements as at 24th April 2023 | | £ | £ |
|  | Community Account | 26,550.65 |  |
|  | Saving account | 31,978.31 |  |
|  |  |  | 58,528.96 |
| Less any un-presented payments at 24th April 2023 | |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | 0.00 |
|  |  |  |  |
| Add any uncleared receipts | |  |  |
|  |  |  |  |
|  |  |  |  |
| Net Bank balances as at 24th Arpil 2023 | |  | £58,528.96 |
|  |  |  |  |
| CASH BOOK |  |  |  |
| Opening balance as per cashbook 1st April 2022 | | 26,886.16 |  |
| Add: Receipts in the year | | 1,678.48 |  |
| Less:Payments in the year | | 2,013.99 |  |
| Closing balance as per cash book as at 24th April 2023 | | £26,550.65 |  |
|  |  |  |  |
| Opening balance savings account 1st April 2022 | | 31,978.31 |  |
| Add: Receipts in the year | | £0.00 |  |
| Less:Payments in the year | | 0 |  |
| Closing balance as per cash book as at 24th April 2023 | | £31,978.31 |  |
|  |  |  |  |
| Overall closing balance | | £58,528.96 |  |
|  |  |  |  |
|  | diff | £0.00 |  |