

# BENTLEY PAUNCEFOOT PARISH COUNCIL

Clerk & RFO To The Parish Council: Clare Wood

Tel: 07986 321941 Email: bentleypauncefoot@gmail.com

To: Members of Bentley Pauncefoot Parish Council

15 May 2024

You are duly summoned to attend the next Ordinary Meeting of Bentley Pauncefoot Parish Council to be held at **7.30pm** Tuesday 21 May 2024 in the Village Hall.

## **Democratic 10 Minutes / Public Question Time:**

***From 7.30pm members of the public / press are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman, before the start of the Parish Council meeting at 7.40pm. Members of the public may not take part in the Parish Council meeting itself.***

## **AGENDA**

1	<b>Apologies</b>	To receive apologies and to approve the reason for absence.															
2	<b>Minutes and Actions</b>	To consider the adoption of the Minutes of the Ordinary Meeting of the Council held on Tuesday 19 March 2024 and status of actions arising from those meetings.															
3	<b>Declarations of interest</b>																
	a)	To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.															
	b)	To declare any Other Disclosable Interests in items on the agenda and their nature.															
	c)	Written requests to the clerk to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting. Councillors who have declared a Disclosable Pecuniary Interest, or another Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.															
4	<b>Village Hall Update</b>																
5	<b>Footpaths update</b>																
6	<b>CALC - Issues / updates</b>																
7	<b>Road safety campaign – updates</b>																
8	<b>Social Media</b>																
9	<b>Planning &amp; Consultations</b>																
	a)	<b>Foxlydiat Working party</b> Updates / issues.															
10	<b>Finance</b>																
	a)	<b>Bank reconciliation</b> – Councillors to receive the bank statements and corresponding bank reconciliations for the periods to end of March 2024 and end of April 2024.															
	b)	<b>Year-end bank reconciliation</b> – Councillors to receive bank statements and corresponding bank reconciliation for the period 1 April 2023 to 31 March 2024.															
	c)	The following invoices to be approved for payment by the Parish Council. Once approved the Clerk will add payments using online banking, to be authorised by one Councillor:															
		<table border="1"><thead><tr><th>Invoice</th><th>Number</th><th>Amount</th></tr></thead><tbody><tr><td>Worcestershire CALC Annual Subscription</td><td>9403</td><td>£303.76</td></tr><tr><td>Internal Audit Invoice (Ruth Mullett)</td><td></td><td>£200.00</td></tr><tr><td>Clerks Salary (April and May 2024)</td><td></td><td></td></tr><tr><td>Clerks Expenses (March, April, May 2024)</td><td></td><td></td></tr></tbody></table>	Invoice	Number	Amount	Worcestershire CALC Annual Subscription	9403	£303.76	Internal Audit Invoice (Ruth Mullett)		£200.00	Clerks Salary (April and May 2024)			Clerks Expenses (March, April, May 2024)		
Invoice	Number	Amount															
Worcestershire CALC Annual Subscription	9403	£303.76															
Internal Audit Invoice (Ruth Mullett)		£200.00															
Clerks Salary (April and May 2024)																	
Clerks Expenses (March, April, May 2024)																	

	d)	The following invoice was approved for payment by the Parish Council prior to the meeting on 21 May 2024 (payment overdue and delaying payment of invoice would have incurred interest charges):		
		<b>Invoice</b>	<b>Number</b>	<b>Amount</b>
		NPower	IN10121950	£78.64
11	<b>Internal Audit Report 2023/2024</b> – The Parish Council to review and approve the internal auditor report for the financial period 2023/2024.			
12	<b>Certificate of Exemption 2023/2024</b> – As the Parish Council’s higher gross income did not exceed £25,000, the Parish Council to approve exemption from a limited assurance review for 2023/2024. The exemption to be signed by the Chairperson and Responsible Financial Officer.			
13	<b>Annual Governance Statement 2023/2024</b> – Bentley Pauncefoot Parish Council to receive and approve the annual governance statement for 2023/2024, Chairperson and Clerk to sign the documentation.			
14	<b>Accounting Statements 2023/2024</b> – Councillors to receive and approve the accounting statements for 2023/2024; RFO and Chairperson to sign the documentation.			
15	<b>Period for the Exercise of Public Rights</b> – The period for the right to inspect the financial accounts by the public will commence on Monday 3 June 2024, ending on Friday 12 July 2024.			
16	<b>Insurance Renewal 2024/2025</b> – The Parish Council to receive quotations and approve an insurer for the Parish Council for the period 1 June 2024 to 31 May 2025. <ul style="list-style-type: none"> <li>• <b>Zurich - £244.72</b> - current insurer for the period 2023/2024 and the premium remains as current period.</li> <li>• <b>Clear Councils - £318.20</b> (3-year long-term undertaking from 1 June 2024 to 31 May 2027 would reduce the annual premium to £316.73)</li> <li>• <b>Ansvar (Charity and Community Quotation) - £278.19</b></li> </ul>			
17	<b>Lengthsman</b> - Issues / updates			
18	<b>Police / SNT update</b>			
19	<b>Report from County Councillor</b>			
20	<b>Report from District Councillor</b>			
21	<b>Risk Review Log for 2024/2025</b> – for review and approval by Councillors; to be signed by the Chairperson and Clerk / RFO.			
22	<b>Tardebigge Relief in Need Charity</b> – Trustee Barry Spence to update the Parish Council on the year end position and the work of the Charity.			
23	<b>Councillors Reports &amp; Items for future Agenda</b>			
	Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. <u>Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</u>			
24	<b>Date of Next Meeting</b>			
	To confirm the date of the next meeting, scheduled for Tuesday 16 July 2024 in the Village Hall.			

Clare Wood

Clare Wood – Clerk & RFO to Bentley Pauncefoot Parish Council