



## Bushley Parish Council

[www.bushleyparishcouncil.gov.uk](http://www.bushleyparishcouncil.gov.uk)

### Minutes of the Bushley Parish Council Meeting held on 26<sup>th</sup> November at Bushley Village Hall.

**Present:** Cllrs V. Latter (Chairman) J. McLean J. McDonagh, E Vincent

**Attendees:** Clerk, D. Hinde, 0 members of the public

#### Minutes

- 26.11.24.1**            **To receive and consider apologies for absence and confirm the meeting is quorate**  
Apologies were received from Cllrs J. Kinghorn C. Hadfield and D. Cllr J Watkins. The meeting was declared quorate.
- 26.11.24.2**            **To receive comments from the public on agenda items below – no decisions will be made on issues raised. Any items requiring decisions will be added to the agenda for the next meeting**  
None
- 26.11.24.3**            **To receive declarations of interest for items on the agenda below (Localism Act 2011)**  
None
- 26.11.24.4**            **To confirm and agree minutes of the Parish Council meeting held on the 29<sup>th</sup> October 2024**  
**COUNCIL APPROVED** the minutes from the meeting held on 29<sup>th</sup> October 2024
- 26.11.24.5**            **To receive the Clerks Report and agree actions**  
The Clerks Report was received as per **APPENDIX 1**  
**Actions Requested**  
Council has requested for the Clerk to-  
Find out which other Councils use Parish online  
Remove old VAS system from asset register  
Get quotes from CALC for the cost of an internal audit  
Contact the Village Hall to see if the meeting date can be changed to 7<sup>th</sup> January
- 26.11.24.6**            **To receive District Councillors report and agree actions**  
None
- 26.11.24.7**            **To receive County Councillors report and agree actions**  
None
- 26.11.24.8**            **Finance, all documents circulated prior to the meeting:**  
a) **To approve Payment of November 2024 payment list below and those paid since last meeting, to note receipts and agree actions:**

**COUNCIL APPROVED** payment list totalling £579.12 as per  
**APPENDIX 2**

b) **To approve bank reconciliation up to 15<sup>th</sup> November 2024**

**COUNCIL APPROVED** the bank reconciliation as per **APPENDIX 3**

c) **To approve budget monitoring report up to 15<sup>th</sup> November 2024**

**COUNCIL APPROVED** the budget monitoring report as per  
**APPENDIX 4**

d) **To approve 2024/25 Budget and agree actions**

**COUNCIL AGREED** to defer this to the next meeting.

It was also noted that there was an error on the agenda and it should state 2025/26 budget

e) **To set precept for 2024/25**

**COUNCIL AGREED** to defer this to the next meeting

It was also noted that there was an error on the agenda and it should state 2025/26 precept

**26.11.24.9**

**To appoint an internal auditor and agree actions**

**COUNCIL** requested that the clerk obtain more quotes and add to the next agenda

**26.11.24.10**

**To consider to adopt an Internal Control Policy and agree actions**

**COUNCIL** requested that this was added to the next agenda to give them more time to review the policy.

**26.11.24.11**

**To consider to adopt a complaints policy and agree actions**

**COUNCIL** requested that this was added to the next agenda to give them more time to review the policy.

**26.11.24.12**

**To consider to adopt a disciplinary policy and agree actions**

**COUNCIL** requested that this was added to the next agenda to give them more time to review the policy.

**26.11.24.13**

**To consider to adopt a grievance policy and agree actions**

**COUNCIL** requested that this was added to the next agenda to give them more time to review the policy.

**26.11.24.14**

**To receive an update on the views of Parochial Church Council on how the council can help support the grave yard and agree actions**

Cllr Latter confirmed that he had still not received an update from the Parochial Church Council. This item will be added to the next agenda.

**To receive items for the next agenda**

To look into places to install a defib at the Cricket Pavillion

Date of Next Meeting – 7<sup>th</sup> January 2025

Meeting Close: 20:10

## APPENDIX 1

### Clerks Report 26.11.24

**VAS** – a new pole has now been installed for the VAS.

**Bank** – Unity Bank have confirmed that the service charges will be charged at £6 a month moving forward rather than £18 every quarter. It is currently showing as £5.40 due to when the changes were made by Unity and therefore it was back dated. Moving forward you should only see £6 on the statement.

**Lengthsman** – The lengthsman has been in touch and he has advised his hourly rate will increase in financial year 2025/26 to £20 a hour.

**Policies** – still working through the policies and some are on todays agenda as you can see.

## APPENDIX 2

### Payments List 26.11.24

#### Payments Made Since 29.10.24

Bank Charge	£5.40
HMRC	£65.40
Lengthsman	£144.00
Clerk Expenses	£3.87
Clerks Salary	£287.10
<b>Total</b>	<b>£505.77</b>

#### Receipts Since 25.06.24

South Lenches Parish Council	50
WCC Lengthsman	144
<b>Total</b>	<b>194</b>

#### Payments to be Authorised 29.10.24

Clerk Mileage	£3.87
Lengthsman	£144.00
Clerk Salary	£350.25
HMRC	£81.00
<b>Total</b>	<b>£579.12</b>

# APPENDIX 3

22 November 2024 (2024-2025)

## Bushley Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 15/11/2024</b>		
	Cash in Hand 01/04/2024		5,409.15
	<b>ADD</b> Receipts 01/04/2024 - 15/11/2024		17,173.92
	<b>SUBTRACT</b> Payments 01/04/2024 - 15/11/2024		22,583.07
			10,194.50
	<b>Cash in Hand 15/11/2024</b> (per Cash Book)		<b>12,388.57</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 15/09/2024	0.00	
	Unity Trust Bank 15/10/2024	12,388.57	
	Lloyds Bank 15/09/2024	0.00	
			<b>12,388.57</b>
	Less unrepresented payments		
			12,388.57
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>12,388.57</b>
	<b>A = B Checks out OK</b>		


APPENDIX 4

Bushley Parish Council

22 November 2024 (2024-2025)

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
PAYMENTS															
Administration															
Clerk Salary	4,052.00			956.20	261.30	287.10	326.70		287.10					2,118.40	1,933.60
PAYE Clerk	1,013.00			239.00	65.20	65.40			65.40					435.00	578.00
Hire of Hall	352.00						72.00							72.00	280.00
Office supplies	200.00														200.00
Insurance	290.00			295.16										295.16	-5.16
Training	300.00														300.00
Bank Charges	72.00			18.00			18.00	5.40						41.40	30.60
Internal Auditor	175.00														175.00
Accounting	274.00						273.60							273.60	0.40
Donations/Grants	100.00							20.00						20.00	80.00
Internet	150.00														150.00
Election	250.00														250.00
Website	900.00			220.00										220.00	680.00
Clerk's expenses	300.00				26.00		29.87		3.87					59.74	240.26
Asset Maintenance															
Asset Maintenance	200.00			43.40										43.40	156.60
Assets															
Asset Purchase	2,457.00		4,589.99											4,589.99	-2,132.99
Income															
Precept															
VAT refund															
Lengthsman															
Lengthsman															
Ben Perry Bushley Leng	2,276.75		147.60	147.60			144.00	144.00	144.00					727.20	1,549.55
Subscriptions															
CALC	180.00	162.70												162.70	17.30
GDPR	35.00					35.00								35.00	
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Bushley Parish Council

22 November 2024 (2024-2025)

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Village Events															
Village Events	200.00		45.83											45.83	154.17
	13,676.75	162.70	4,783.42	1,919.36	352.50	387.50	864.17	169.40	500.37						
Total:														9,139.42	
Variance:														4,537.33	

## APPENDIX 5