



BUSHLEY PARISH COUNCIL

Clerk contact details

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AGENDA

PARISH COUNCIL MEETING ON TUESDAY 29th JUNE 2022 AT 7.30 PM IN BVH MEETING ROOM

Before the start of the meeting any members of the public present are invited to speak and ask questions.

1. **Apologies:** to receive apologies and approve reasons for absence
2. **Declarations of interest:**
 - i) Councillors Declaration of Disclosable Pecuniary Interest (DPI) and other Disclosable Interest (DI) regarding items on the agenda
 - ii) Notification of changes to the register of interests.
 - iii) To consider written request from councillors for the council to grant a dispensation for those with a DI, to take part in discussions or voting.
3. **Minutes of Meeting: Tuesday 10th May 2022**
Comments and Actions
4. **Finance: Relevant paperwork to be tabled.**
 - a) Approval of new expenditure (schedule attached)
 - b) Tracker/Cash Flow Chart
 - c) Current situation with UnityTrust Bank account
 - d) To consider the 2021-22 Bank Reconciliation and the monthly bank reconciliation as at May 31st, 2022
 - e) To consider for review and approval the 2021-22 Accounting Statements
 - f) To note and implement procedures for approving payments, confirming minutes and conducting bank reconciliations
5. **Annual Governance and Accountability Return.**

To consider the Annual Governance Statement and to authorise for signature, and to identify actions to remedy the following issues identified in the Internal Auditors Report:

 - 1.1 Agreement of current Standing orders, as issued on 24th April 2022.
 - 1.1 Agreement of current Financial Regulations, as issued on 24th April 2022.
 - 2.2 Cashbook Improvements required.
 - 3.2 Agreement of Risk Management policy, as issued on 14th June 2022.
 - 3.5 Clerk to draw up a simple overview of internal controls; their purpose; and review periodicity.
 - 3.9 Clerk to confirm where and how BPC Documentation is stored and backed up, be that physically or electronically.
 - 4.1 2022/23 Budget (discussed prior to Precept submission) to be agreed.

- 4.2 Explanation of opening cash position for 20/21
- 4.3 Precept demand for 2022/23 (made in Jan 2022) to be agreed.
- 5.5 Chair to confirm no pension required by Clerk. Letter exchange required.
- 5.6 BPC to be registered with the Pension Regulator (albeit no pension is actually sought or paid).
- 6.2 Review of Cashbook movements held at May's Meeting, to be minuted
- 6.3 Agreement to Certificate of Exemption to be confirmed
- 6.7 Clerk to explain to Council the phrase "exercise of public rights"
- 7.1 GDPR policies to be considered and documented when approved by BPC.
- 8.1 Each page of Minutes to be initialled.
- 8.2 Councillor's responsibilities (as issued 19th June 2022) to be agreed.
- 8.4 Summons to meetings process to be confirmed.
- 8.5 Council to confirm its exemption from the AGAR.
- 8.6 Council to approve Page 4 of the Annual Governance and Accountability Return (Governance Statement)
- 8.7 Council to approve Page 5 of the Accounting Statements

9. Appointment of New Clerk

10. To consider the award of the Churchyard grass cutting contract

11. AOB identified.

12. Meeting closes

Date of next meeting: As below and changes made as appropriate

DATES FOR MEETINGS IN 2022: 12 July, 13 Sept, 15 November.