

DAGLINGWORTH PARISH COUNCIL

DAGLINGWORTH PARISH COUNCIL ANNUAL MEETING OF THE COUNCIL

TO BE HELD AT 7.30PM ON 12th June 2023

IN THE VILLAGE HALL

1.	Welcome and introductions – by the present Chairman
2.	Election of Chairman – signing of acceptance of office papers
3.	Election of Vice-Chairman – signing of acceptance of office papers
4.	Co-option to fill 2 vacancies followed by signing of acceptance of office papers
5.	Attendance to be recorded as (anticipated Parish Councillors Graham White, Ross Sharpe and Paul Lane, District Councillor Julia Judd, County Councillor Joe Harris)
6.	Apologies for absence to be received to be recorded
7.	Declaration of Interest for matters on the agenda to be invited-
8.	Minutes of the previous Parish Council Meeting held on 24 th April 2023 to be approved
9.	Council to review delegation to Clerk of authority to make submission of comments on planning matters where a meeting of the Council cannot be held
10.	Council to consider if changes are required to standing orders or financial regulations, Complaints, Freedom of Information or Data protection policies procedure
11.	Council to consider if any changes are required to the asset register – see schedule
12.	Council to review representation on outside organisations
13.	Council to consider if any changes are required to insurance policy for the coming year
14.	Council to consider if changes to banking mandate are required
15.	Council to confirm it wishes to renew its subscription/contracts to GAPTC, Nick Mowing, Brian Brazington, PATA payroll for the forthcoming year
16.	Council to approve the financial reports and payment list as attached

17.	<p>Council to approve its AGAR completion and delegate to the Chair of Council to sign the appropriate forms – Council has been granted an extension to 31st July 2023 to submit the exemption certificate</p> <p>Council to note that external auditors have advised Council to consider point 6 on the governance statement and to put a note on the website to accompany the form</p> <p>Council is asked to formally appoint an independent auditor for 22/23</p>
18.	<p>Council to agree that its meeting schedule shall be on 2nd Monday of the following months commencing at 7.30pm</p> <p>August 14th , November 13th(Precept/budget), February 12th, May 13th 2024</p> <p>An additional meeting may be required during July 2023</p>
19.	<p>Public Participation will be invited (for a period of 5 minutes or as determined by Chair of meeting)</p>
20.	<p>Close of meeting</p>

Draft minutes of parish council meeting held on 24th April 2023 at the Village Hall starting at 7.30pm

1.	Welcome and introductions – by the Chairman
2.	Attendance recorded as Parish Councillors Graham White, Roger Giles, and Paul Lane & 1 member of the public
3.	Apologies for absence received recorded from Parish Councillor Ross Sharpe & District Councillor Julia Judd CC Joe Harris did not attend
4.	Declaration of Interest for matters on the agenda were invited- none
5.	Minutes of the previous Parish Council Meeting held on 13th February 2022 approved
6.	Council noted reports as distributed from via email District Councillor Judd
7.	Council did not receive a report from County Councillor Joe Harris
8.	<p>Council considered financial matters and approved the payment list</p> <ul style="list-style-type: none"> • Audit and financial reports are to be presented at AGM for year end • VAT claim will be submitted for 2022/23 and Clerk will follow up 2021/22 • Council considered paying for the village hall for PC meetings- Council noted other donations that they had made for the boiler repair etc and other donations have been made to support the village hall events for the benefit of the community. Council would like to see the constitution before making a decision. Agenda item next meeting. <ul style="list-style-type: none"> • Payment list – Clerk expenses to paid as part of standing orders £55.98 • HMRC £88.00 • Nics Mowing £179.40 • DVHC for coronation event £500 • PATA payroll annual £103.20
9.	Council noted there were no outstanding planning matters
10.	<p>Council considered Coronation Events and funding sources</p> <p>The Village Hall/Church normally work together and the Parish Council agreed to donate £500 funding.</p> <p>Litter pick on 8th May 2023 will take place and the Council will facilitate with equipment/Hi-Viz</p>
11.	<p>Council considered Highway matters</p> <ul style="list-style-type: none"> • Contribution from Glos Highways for bank cutting -outstanding Clerk has informed Daniel Tiffney of the 250 meters length of the High Bank and requested that a contract to be sent over from GCC to enable the PC to invoice <p>The Parish Council will then invoice GCC who will pay x 4p per metre per year and the Parish Council have already paid contractor on receipt of invoice (Brazington).</p> <ul style="list-style-type: none"> • VAS update- Council was unsuccessful in their bid based on the speed survey results. • Grit bin at Itlay- still waiting for GCC to remove the damaged one

	<ul style="list-style-type: none"> • Parking in Church Walk, in particular a “pinch point” was noted • Lower End flooding was noted and has been referred to Glos Highways
12.	<p>Council considered Telephone box refurbishment update</p> <p>“The King’s Library” has been refurbished and Council approved/ paid in the sum of £1294</p> <p>A donation has been offered from the Duchy in the sum of £1000, Clerk has sent invoice for 2nd half (£500)</p> <p>Member of the public will refurbish the memorial bench</p> <p>Council was informed at previous meeting that Glos Highways needed to give permission for the slab work as it was on their ground and Glos Highways would need to have certain information such as name of contractor/public insurance cover</p> <p>GCC have also provided a quotation for this work to include supply/installation in the sum of £1150- Council accepted in principle this quotation but will not now be going ahead with this work</p> <p>It has now been confirmed that the area on which the telephone box, bin, bench and post box are located is part of the Duchy of Cornwall estate.</p> <p>It has been confirmed that permission for the Parish Council to lay paving slabs under the bench has been given.</p> <p>Council considered if they wish the Duchy to grant a licence or lease of this area, for nil rent, to record this and the permission for this area to be utilised as it is- Council agreed to ask for a licence.</p> <p>Council noted that 2 quotations have been received for Council to consider for slab area and have been forwarded by member of the public. Highest was £400 and the lowest being £200, and 8 slabs have been purchased by member of the public for £10</p> <p>Council agreed to proceed with this work in the sum of £210- The slabs will now be level with the tarmac. – Contractor will invoice the clerk on completion and the clerk will send a cheque by return up to this value</p> <p>District Council has been requested to relocate the litter bin.</p>
13.	<p>Council considered Millenium Field</p> <p>Tree maintenance in the sum of £1140 – Clerk has placed order to go ahead.</p> <p>Private booking request received and previously agreed by Pc – Council noted change of date to 8th July 2023</p>
14.	<p>Council considered realignment of stream plans by The Duchy</p> <p>Cfwd to next agenda</p>
15.	<p>Council agreed that its next meeting AGM Thursday 25th May 2023 at 7.30pm</p>
16.	<p>Close of meeting 20.11</p>

Financial reports year end 31/3/23

Cash book			
<u>payee</u>	<u>date</u>	<u>AMOUNT</u>	<u>balance</u>
opening current account balance	01/04/2022		22349.26
PRECEPT	26/04/2022	5013.00	27362.26
salary/wfh	26/04/2022	-188.62	27173.64
expenses	26/04/2022	0.00	27173.64
salary/wfh	26/05/2022	-188.62	26985.02
DVHC jubilee	29/05/2022	-500.00	26485.02
hmrc	29/07/2022	-162.40	26322.62
expenses	29/05/2022	-20.90	26301.72
pata	29/05/2022	-115.40	26186.32
gaptc	29/05/2022	-65.33	26120.99
nicks mowing	29/05/2022	-897.00	25223.99
grit bin	29/05/2022	-117.97	25106.02
community first	29/05/2022	-322.82	24783.20
g white chairs allowance	31/05/2022	-50.00	24733.20
fwag	01/10/2022	-270.00	24463.20
expenses	13/07/2022	-20.90	24442.30
nicks mowing	24/10/2022	-358.80	24083.50
hmrc	24/10/2022	-203.00	23880.50
salary/wfh	26/06/2022	-188.62	23691.88
salary/wfh	26/07/2022	-188.62	23503.26
salary/wfh	26/08/2022	-188.62	23314.64
salary/wfh	26/09/2022	-188.62	23126.02
salary/wfh	26/10/2022	-188.62	22937.40
PRECEPT	02/11/2022	1671.00	24608.40
grass cutting contribution	02/11/2022	1333.25	25941.65
salary/wfh	26/11/2022	-188.62	25753.03
nicks mowing undepayment	05/12/2022	-111.12	25641.91
salary/wfh	26/12/2022	-188.62	25453.29
salary/wfh	26/01/2023	-188.62	25264.67
salary/wfh/expenses	26/02/2023	-188.62	25076.05
salary/wfh	26/03/2023	-188.62	24887.43
vat refund	23/02/2023	729.10	25616.53
nicks mowing	05/12/2022	-358.80	25257.73
clerks expenses	05/12/2022	-46.90	25210.83
kingfisher grit bin	05/12/2022	-11.62	25199.21
g white chairs allowance	05/12/2022	-10.49	25188.72

hmrc	05/12/2022	-272.00	24916.72
nicks mowing	13/02/2023	-538.20	24378.52
hmrc	13/02/2023	-132.00	24246.52
b brazington	13/02/2023	-156.00	24090.52
spritchard	13/02/2023	-99.99	23990.53
s pritchard	13/02/2023	-20.00	23970.53
duchy rent	13/02/2023	-210.00	23760.53
berry phone box	03/03/2023	-1294.00	22466.53

Bank reconciliation

	OPENING BANK		
01/04/2022	BALANCE	22349.26	
	EXPENDITURE FOR		
	PERIOD	8629.08	
	INCOME FOR		
	PERIOD	8746.35	
	NET EXPENDITURE		-
	BANK BALANCE AS		117.27
	ABOVE	<u>22466.53</u>	

as at 31/3/23	BAL PER S/M	23101.32
	LESS U/P CHEQUES	
		-156.00
		-99.99
		-20.00
		-358.80
		<u>-634.79</u>
	<u>reconciled balance</u>	<u>22466.53</u>

Reserves

	2021	2022	2023
community assets- grit bins/dog bins etc		500	500
election costs?			
precept	7000	7000	7000
contingency		2000	2000
millenium field	10000	10000	10000
general	3052	2849	2861
defibrilliator			105
bank balance at year end	20052	22349	22466

<u>budget to date</u>	<u>BUDGET</u>	<u>ACUTAL YEAR TO DATE</u>	<u>BALANCE AVAILABLE TO SPEND</u>
PRECEPT	6684	6684	
bank interest deposit account	0	0	
gcc highway agreement	0	1333	1333
wayleave	0	0	
VAT to be reclaimed	0	729	729
other receipts	0	0	
	0	0	
INCOME	6684	8746	2062
employment costs	2518	2648	-130
admin and mileage costs	350	446	-96
INSURANCE	320	323	-3
GRANTS & DONATIONS	500	770	-270
MOWING	1260	2420	-1160
Brazington high bank cutting to be reclaimed	130		
SUBSCRIPTIONS	70	65	5
VILLAGE MAINTENANCE	100	130	-30
AUDIT	15	0	15
chairmans allowance		60	-60
IT web	100	120	-20
payroll costs		143	-143
defibrillator	105	0	105
vat paid			0
duchy of cornwall rent		210	-210
phone box		1294	-1294
to reserves	216		216
election costs cdc (earmark)			
Expenditure	5684	8629	-2945
to reserves	1000	117	
totals	6684	8746	

Payroll

	Mar-23 pata	cash book
gross	2647.72	2647.72
hmrc	<u>742.00</u>	<u>742.00</u>
net	<u>1905.72</u>	<u>1905.72</u>

Payment list

GAPTC £67.47

HMRC to be confirmed £266.40

Clerks expenses (to be paid as part of standing order)

Insurance £245.66

Nicks mowing (x 8 cuts =4 months) £1435.20

AGAR report		2022	2023	
balances b fwd	box 1	20052	22349	
precept	box 2	6489	6684	
other receipts	box 3	0	2062	8746
staff costs	box 4	1310	2648	
loan repayments	box 5	0	0	
all other payments	box 6	2881	5981	8629
balances c fwd	box 7	22349	22467	
bank and cash balances	box 8	22349	22467	

ASSET REGISTER

				2014	2021	2022	2023
buildings	mortuary	church lane	stone building	11820			11820
	telephone box			1561			1561
street furniture	notice board	Itlay		800			800
	notice board	lower end		800			800
	notice board	daglingworth		800			800
	bench	daglngworth		900			900
	grit bin	lower end		100			100
	grit bin	village hall		100			100
	dog bins	a		250			250
	dog bins	b		250			250
	stone walls	?		20000			
	gates	?		142			142
				37523	48137	48137	17523

