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The meeting started at 7.48 pm.

**Chair Simon Richardson read out the Emergency Fire Drill**

**64. PRESENT:** Chair Simon Richardson, Vice Chair Mark Frati, Cllr Claire Braham Cllr Jeff Gibson, Cllr Kevin Lamb, Cllr Ray Symonds, Cllr Nick Woodall and Parish Clerk June Jones

Attending: Wiltshire Cllr Trevor Carbin, Kevin Perrett and Andy Borresen

**65. APOLOGIES:** Primary School Headteacher Mr Ed Powe

**66. ELECTION TO OFFICE**

**CHAIR:** Cllr Ray Symonds proposed and Cllr Kevin Lamb seconded that Simon Richardson continue as Chair until 2023. Motion carried unanimously.

**VICE CHAIR:** Cllr Claire Braham proposed and Cllr Ray Symonds seconded that Mark Frati continue as Vice Chair until 2023. Motion carried unanimously.

Both the Chair and Vice Chair signed the Declaration of Acceptance, which was signed in the presence of June Jones, the Parish Clerk.

**67. RESIGNATION OF Cllr ALISON GODFREY**

Councillors were very understanding that Mrs Godfrey resigned for personal reasons. In a written response, Councillors wished her well for the future, thanked her for her service and hoped that she may rejoin the Parish Council in the near future.

**68. APPLICATION FOR VACANCY ON THE PARISH COUNCIL – Mr Kevin Perrett**

Councillors welcomed Mr Perrett and invited him to talk a little about himself and why he would like to join the Parish Council. He said he was specifically interested in the general maintenance of the village, traffic issues including speeding and donating his time back to the community.

Chair Simon Richardson proposed and Cllr Mark Frati seconded that Mr Perrett be co-opted onto Staverton Parish Council. The motion was carried unanimously. Mr Perrett was welcomed to the Parish Council and signed the Declaration of Acceptance which was countersigned by June Jones the Parish Clerk.

**69. REGISTER OF INTERESTS**

All Council members were reminded that they should update their personal details on the Wiltshire Council Register of Interest within 28 days. New Parish Councillor Kevin Perrett was also asked to register online within 28 days to comply with the law on co-option of new Parish Councillors.

**70. SPORTS GROUND, VILLAGE HALL, PLAY AREA AND GENERAL**

a. **Metal Storage Shed** – It was acknowledged that additional storage space was necessary as one of the storerooms off the main hall is no longer available for use and 4 sets of wooden tables and chairs are stacked in the container used by the local football teams. These are not readily accessible for use. Other items have been stored in the boiler room and an unused shower cubicle. **Action:** [Vice Chair Mark Frati to source a small metal container.](#)

b. **Village Hall Hires** – There was a shortfall of £2,257 between income and overheads. In addition, the huge rise in energy bills are expected to increase the running costs of the hall. Cllr Ray Symonds proposed and Vice Chair Mark Frati seconded that the hourly rate increase from £11 per hour to £12.50 per hour plus VAT. Also in future the hall can only be hired for a minimum of 2 hours at a time. The motion was carried unanimously. Emmaus School has asked to hire the village hall for a further period until building work at the school is completed. It was agreed that the Head Teacher should be invited to attend the next meeting of the Parish Council on 18 July to discuss hire fees.

c. **Field Hires – Football SRFC** – Due to rising maintenance costs at the field, it was proposed by Chair Simon Richardson and seconded by Cllr Nick Woodall that the fees should be increased from £250 to £300 per month plus VAT. The motion was carried unanimously.

d. **Play Area Twin Swings** – Vice Chair Mark Frati proposed, and Cllr Claire Braham seconded that they be repaired at a cost of £300 plus Vat. The Motion was carried unanimously.

e. **Play Area Saucer Swing** – A complaint had been made that since the replacement swing had been installed, birds' excrement was regularly to be found on the swing preventing its use. It was suggested attaching anti bird spikes to the top of the frame but Councillors felt that this would breach Health and Safety guidelines.

**f. Replacement Floor covering**

Two quotations have been received so far but Councillors asked for more quotations before making a final decision.

**g. EQUINOX EXPLORER SCOUT UNIT**

George Braham from the Scout Unit to be based at Staverton had requested funding for Paddle Boards for the Scout Unit from Staverton Parish Council. Although the Parish Councillors were sympathetic to this request it was felt unfortunate that it was made in a financial year when calls on its reserves were expected to be higher than usual. Mr Braham will be notified that the decision on funding will be postponed until the next financial year AGM May 23.

**71. FINANCE**

**a. Clerk's Financial Report** – This was unanimously agreed.

<b>BANK ACCOUNTS AND PETTY CASH HELD</b>		
		£
29.5.22	<b>NAT WEST PRECEPT ACCOUNT</b>	22,730.32
29.5.22	<b>NAT WEST - CLERKS GRATUITY ACCOUNT</b>	6,378.81
1.3.22	<b>PETTY CASH</b>	289.51
21.5.22	<b>NAT WEST GROUND MAINTENANCE FUND</b>	7,244.98
	<b>JULIAN HODGE BANK</b>	65,000
		101,643.62

**PAYMENTS SINCE LAST MEETING**

<u>Precept Account</u>			<u>Net £</u>
1.3.22	1236	ABU Gas and Plumbing - Repairs to Village Hall	75
1.3.22	1237	Cleaning of Village Hall Feb 22	100
4.3.22	1238	Bookers Cleaning Materials - Village Hall	43.97
14.3.22	dd	SSE Wales - Gas Bill - Village Hall Feb 22	707.21
14.3.22	dd	SSE Electricity Bill - Village Hall February 22	71.26
16.3.22	dd	Hills Waste removal Feb 22	20.84
22.3.22	1239	Staff Costs Adjustment	0.2
25.3.22	dd	SSE Electricity Bill - March 22	59.46
11.4.22	1248	Currys Epson Printer Inks	44.95
1.4.22	1240	Cleaning for Village Hall March 22	125.00
1.4.22	1241	Salary Adjustment - National Salary Award Scheme	184.40
1.4.22	1242	HMRC PAYE - NI payments Qtr 4 2021-22	892.11
1.4.22	1243	David Owen PAYE Fees Qtr 4	75.00
5.4.22	1244	Refund of deposit for Hire of village hall - Cameron	50.00
5.4.22	1245	Refund 332 Black - cancellation of hire of village hall	44.00
5.4.22	1246	Repairs to fencing at Staverton Playing Field	350.00
5.4.22	1247	Community First Membership Fee	40.00
11.4.22	1249	Telephone and laptop insurance	41.80
12.4.22	1250	Simply IT - Software issues	200.00
1.4.22	so	Staff Costs March 22	1067.53
1.5.22	so	Staff Costs April 22	898.53
27.4.22	1251	Cleaning for Village Hall April 22	100.00
27.4.22	1252	Newsletter Printing Spring Edition	250.00

27.4.22	1253	Auditing Solutions Ltd - Internal Audit 2022	285.00
19.4.22	dd	Hills Waste removal April 22	20.84
29.4.22	dd	SSE Electricity Bill for Village Hall to March 22	73.84
			<u>5820.94</u>
<b>Petty Cash</b>			
	to end		
Mar 22	25-30	Stationary, Postage, Refreshments for litter pickers and Cleaning supplies	<u>56.23</u>

## TRANSFERS

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## INCOME

### Precept Account

21.3.22	bacs	Donation for Advert in Newsletter - Grayson Florence	158
7.3.22	bacs	Hire of Village Hall Invoice 331	33
11.3.22	bacs	Hire of Village Hall Invoice 329 Refundable Deposit	50
19.3.22	bacs	Donation for Advert in Newsletter - Yoga Club	10.00
29.3.22	bacs	Hire of Playing field - Staverton Rangers March 22 Inv 335	250.00
29.3.22	bacs	Hire of Village Hall Invoice 332	44.00
31.3.22	bacs	Hire of village hall Invoice 334	400.00
28.3.22	bacs	Hire of village hall Invoice 333	33.00
1.3.22	bacs	Hire of Playing field - Staverton Rangers Feb 22	250.00
1.3.22	bacs	Hire of village hall Invoice 328	400.00
4.4.22	bacs	Hire of village hall Invoice 336 (Later cancelled)	24.00
21.4.22	bacs	Wiltshire Council - 6 months Precept 22/23	13,194.14
4.4.22	bacs	Outstanding again Village Hall Hire Invoice 324	5.28
			<u>14851.42</u>

### Maintenance Fund Account

18.2.22	bacs	Julian Hodge Bank Interest	16.43
21.2.22	bacs	Julian Hodge Bank Interest	54.78
18.3.22	bacs	Julian Hodge Bank Interest	14.84
21.3.22	bacs	Julian Hodge Bank Interest	49.48
19.4.22	bacs	Julian Hodge Bank Interest	16.43
21.4.22	bacs	Julian Hodge Bank Interest	54.78
			<u>206.74</u>

b. **Annual Internal Audit Report – Auditing Solutions Ltd.** The Audit Report stated “We have concluded that, based on our annual program of work, the Council has again satisfactory and effective internal control arrangements. We wish to thank the Clerk for providing all the records and the high standard of documentation provided. We request this report is presented to Members and a response is provided to the recommendation”.

“We have duly signed off the Internal Audit Certificate in the year’s Annual Return providing a copy for the Clerk’s necessary further action. We also take this opportunity to remind the Clerk of the requirements of the guidance notes in the preface to the year’s Annual Return in relation to the documentation that should be displayed on the Council’s website, together with the need to ensure compliance with the timing requirements for publication of the Notice of Public Rights to examine the Council’s documentation for the financial year”. Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that it has

acknowledged and noted the Auditor's recommendation regarding the compliance with the Notice of Public Rights. The motion was carried unanimously.

- c. **Annual Governance Statement** re sound internal control by PC on Annual Return 2021/22 – Chair Simon Richardson proposed and Cllr Kevin Perrett seconded that the Statement be approved. The motion was carried unanimously.
- d. **Unaudited Annual Governance & Accountability Return (AGAR 3) Accounting Statements 2021/22 Section 2** Chair Simon Richardson proposed and Cllr Jeff Gibson seconded that the AGAR 3 be approved. The motion was carried unanimously.
- e. **Agree Reserves – 2021/22** The reserves for 2021-22 were Precept Account £12,587.51, Maintenance Fund for the Playing field £7,173.77, the Gratuity Fund £6,378.81 and Petty Cash was £225 giving a total of £26,365.75. Chair Simon Richardson proposed and Cllr Kevin Lamb seconded that the reserves are a true record. The motion was carried unanimously.
- f. **Unaudited Year End Accounts for Staverton Parish Council 2021/22** – Chair Simon Richardson proposed and Cllr Kevin Lamb seconded that they be approved. The motion was carried unanimously.
- g. **Commencement date for the Exercise of Public Rights to Access Accounts 2021/22** – The Commencement date will be Monday 13<sup>th</sup> June 2022 and the announcement date will be Friday 10<sup>th</sup> June 2022 to comply with the Accounts and Audit Regulations 2015. Vice Chair Mark Frati proposed and Chair Simon Richardson seconded that these dates were approved. The motion was carried unanimously.
- h. **External and Internal Auditors for 2022/23 (PFK Littlejohn LLP and Auditing Solutions Ltd)** Chair Simon Richardson proposed and Cllr Nick Woodall seconded that these auditors were approved for 2022-23 Audit. The motion was carried unanimously.
- i. **Approve membership of WALC/NALC 2022/23 £574.79 pa** Vice Chair Mark Frati proposed and Cllr Kevin Lamb seconded that the membership of WALC/NALC 2022-23 be approved. The motion was carried unanimously.
- j. **Julian Hodge Bank Investment ending 20<sup>th</sup> May 2022** Julian Hodge Bank has written to Staverton Parish Council two weeks before the end of the 3 year fixed term bond to say that they will no longer offer fixed term bonds to businesses. Notification at such a late stage has left very little time to find an alternative bond suitable for the investment. The existing bond matures after 3 years at a rate of 1.29%. After obtaining advice, Cambridge and Counties Bank was found to offer a more attractive 2.25% 2 year fixed rate bond payable annually. Vice Chair Mark Frati proposed and Cllr Kevin Lamb seconded that the £50,000 be invested for 2 years in a fixed rate bond providing interest at 2.25%. The motion was carried unanimously.

72. The meeting closed at 9 pm