



Minutes of the **ANNUAL GENERAL MEETING** of Staverton Parish Council held on Monday
13 MAY 2024 at 7.50 pm.

74. PRESENT: Chair Nick Woodall, Vice Chair Jeff Gibson, Cllr Richard Blueitt, Cllr Claire Braham, Cllr Kevin Lamb, Cllr Amy Meigh, Cllr Ray Symonds and Parish Clerk June Jones

Attending: Wiltshire Cllr Trevor Carbin, Nestlings Preschool, Belinda Bates, Resident Andy Borresen

75. APOLOGIES: Cllr Mark Frati

76. ELECTION TO OFFICE

CHAIR: Cllr Kevin Lamb proposed and Cllr Ray Symonds seconded that Nick Woodall continue as Chair until 2025. Motion carried unanimously.

VICE CHAIR: Cllr Nick Woodall proposed and Cllr Claire Braham seconded that Cllr Jeff Gibson continue as Vice Chair until 2025. Motion carried unanimously.

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

77. REGISTER OF INTERESTS

All Parish Councillors were instructed to register with Wiltshire Council online within 28 days.

78. RESIGNATION OF CLLR KIM MOUNTY

The Parish Council was saddened to receive the resignation of Kim Mounty due to personal circumstances. Mr Mounty was thanked for helping with the village hall bookings and wished him well for the future.

79. NEWSLETTER EDITOR – Simon Withers

He explained that he will be circulating the date for printing of the Summer Edition very soon. He was thanked for taking on the website diary for village hall bookings.

80. SPORTS GROUND, VILLAGE HALL, PLAY AREA AND GENERAL

a. CCTV Village Hall and WIFI: It was unanimously agreed that CCTV was necessary to prevent anti social behaviour on the sports ground and damage to the village hall. However it was decided that WIFI needed to be installed initially for the heating system. The estimated quotation of the total cost being under £1,200 was unanimously accepted. Cllrs Richard Blueitt and Jeff Gibson to oversee the installation.

b. Hard Court Cleaning: Chair Nick Woodall said that he was pleased to get an offer to clean the hard court at a very low price of £240. The parish council unanimously agreed to go ahead with this estimation. Emmaus School request to use the hard court if planning application goes ahead.

c. Staverton Primary School have asked for a cost for lining the field for their Sports Day: IVERDE to quote.

81. FINANCE

a. Clerk's Financial Report: This was unanimously approved.

BANK ACCOUNTS AND PETTY CASH HELD

		£
30.4.24	NAT WEST PRECEPT ACCOUNT	22,480.95
30.4.24	NAT WEST - CLERKS GRATUITY ACCOUNT	7,425.62
30.4.24	PETTY CASH	23.88
30.4.24	NAT WEST GROUND MAINTENANCE FUND	9,357.87
	CAMBRIDGE AND COUNTIES BANK	65,000.00
		104,288.32

PAYMENTS SINCE LAST MEETING

<u>Precept Account</u>		<u>Net £</u>
1.4.24	SO Staff costs - Mar 24	1026.53
8.3.24	1395 Avon Fire Extinguishers - annual check	272.42
1.4.24	1397 Cleaning village hall March 24	100
1.4.24	1398 Staff costs - Outstanding balance 2023/24	64
1.4.24	1399 David Owen Accountants PAYE fees to March 24	85.00
1.4.24	1400 TECC PAT TESTING electrical equipment village hall	83.33
4.4.24	1401 B & Q Lawnmower for village designated areas	183.29
17.4.24	1402 Internal Final Audit - Auditing Solutions 2023/24	100
17.4.24	1405 Telephone and Laptop Insurance March 24	34.78
17.4.24	1406 Telephone and Laptop Insurance April 24	37.15
1.5.24	SO Staff costs April 24	1026.53
17.4.24	DD Corona Energy Electricity March 24	77.54
15.4.24	DD Hills Waste - sports ground Mar 24	25.68
1.5.24	1407 VOID	0.00
1.5.24	1408 Superior Newsletter Printing costs Spring 24	355.00
22.4.24	SO IDVERDE Grounds Maintenance Play Area - Mar 24	156.66
26.4.24	1411 Scribe accounting software - 2024-25	504.00
		4131.91
 <u>Maintenance Fund Account</u>		
22.4.24	SO IDVERDE GROUNDS MAINTENANCE - SPORTS GROUND MAR 24	336.87
		336.87
 <u>Petty Cash</u>		
		0

TRANSFERS

1.4.24	1403	Precept transfer to Petty Cash for float	250
24.4.24	1409	Precept Top Up Contribution for play field to M FUND	3,800
24.4.24	1410	Precept to Gratuity for staff costs 2023/24	577.39
24.4.24	193	Maintenance Fund to Precept Hills Waste reimbursement for field	329.56
24.4.24	192	Maintenance Fund to Precept reimburse insurance for field	150

INCOME

Precept Account

3.4.24	414	HALL HIRE SUGAR CRAFT APR 24	100
9.4.24	425	VINTAGE VALUATION DAY HALL HIRE	75
15.4.24	BACS	VAT REFUND FROM HMRC	424.15
18.4.24	BACS	REFUND FROM EPSON PRINTERS	50
19.4.25	BACS	Precept from Wiltshire Council	14,541.26
22.4.24	427	SRFC FIELD HIRE MAY 24	380
22.4.24	429	HALL HIRE TURLINGTON Apr, May, Jun 24	280.00
			<u>15850.41</u>

b. Final Part of Annual Internal Audit Report 2023-24 by Auditing Solutions Ltd: The Internal Auditor stated “*He was pleased to conclude that the Clerk and Council have continued to maintain satisfactory and effective internal control arrangements. We again thank the Clerk for the continued high standard of documentation provided and request that this report is presented to Council for consideration*”. No issues were raised. This was unanimously approved.

c. Annual Governance Statement re sound internal control by PC on AGAR 3 2023/24. The parish council unanimously agreed with this statement.

d. Annual Governance & Accountability Return (AGAR 3) 2023/24: It was unanimously agreed to sign all copies as approved.

e. Reserves and Variances: The reserves and variances were unanimously approved.

f. Unaudited Year End Accounts for Staverton Parish Council 2023/24: These were unanimously approved as a true record.

g. Commencement date for the Exercise of Public Rights to have access to the accounts 2023/24. The date of announcement will be 31st May 24 and will commence the 3rd June 24. This was approved unanimously.

h. External & Internal Auditors for 2023/24: PKF Littlejohn and Auditing Solutions Ltd were unanimously approved for 2024/25.

i. Membership of WALC/NALC and Community First 2024/25: Membership of these organisations was approved unanimously.

82. CORRESPONDENCE – Briefing Notes

a. 24-06 Management of Council business and publicity during the pre-election period.

b. 24-07 New HERC van and trailer permitting scheme

c. 24-08 Draft Licensing Policy 2024-29 consultation

There were no additional comments regarding these documents.

83. CLOSE OF MEETING at 8.50 pm.