

BODDINGTON PARISH COUNCIL MINUTES FROM 9 MAY 2024

MEETING 7PM HELD AT CHELTENHAM FIRE STATION

Chair: Cllr D Lang

Clerk: Mrs M Hinde

Tel: 07810642792 E-mail: boddingtonpc@gmail.com

Present: Cllr. D. Lang (Chairman), Cllrs. J Metcalfe, J. Jackson, A Walters, C Cllr Mclain arrived 19:32

Present: Michelle Hinde (Clerk/RFO),

09.05.24.1 To elect Chairman and Vice Chairman and Acceptance of Office forms to be signed.

Cllr Metcalfe proposed Cllr Lang for Chairman and it was unanimously agreed.

Cllr Lang proposed Cllr Metcalfe for Vice Chairman and it was unanimously agreed.

Both acceptance of office were signed.

09.05.24.2 To receive comments from the public – no decisions will be made on issues raised. Any items requiring decisions will be added to the agenda of the next meeting

None Received

09.05.24.3 To note apologies for absence

Borough Councillor Mark Williams

09.05.24.4 To receive declarations of interest for items on the agenda below, (Localism Act 2011) and to confirm the meeting quorate.

No declarations of interest and the meeting was declared quorate

09.05.24.4 To confirm and agree Minutes of the Parish Council Meeting held on 15 February 2024

Council APPROVED minutes from 15 February 2024

09.05.24.5 To receive Clerks Report and agree actions

Clerks report received as per **APPENDIX 1**

09.05.24.6 To receive Borough Councillors Report

None

09.05.24.7 To receive County Councillors Report

Cllr Mclain advised that half a million had been invested into more kit for the roads. A JCB pot hole pro is being trialed.

It was confirmed that there is a fund for travel vouchers for unemployed veterans.

A lot of money gone into flooding with 300,000 on natural alleviation.

Homes for Ukraine expanded for another 12 months.

Cllr Mclain – left at 19:55

202219

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- 09.05.24.8** Finance, all documents to be circulated prior to the meeting:
- a) **To approve payment of May 2024 payment list below and those paid since last meeting, to note receipts and agree actions**
Council **APPROVED** payment list of £208.10. This covered 68.10 for GAPTC subscription as per agenda and £140 to GAPTC for the internal audit. Payment list in **APPENDIX 2**
 - b) **To approve bank reconciliation up to 30th April 2024**
Council **APPROVED** Bank reconciliation up to 30th April 24 as per **APPENDIX 3**
 - c) **To approve budget monitoring report up to 30th April 2024**
Council **APPROVED** budget monitoring report as per **APPENDIX 4**
 - d) **To review bank signatories**
Council confirmed they were happy with Cllrs. D Lang, J Metcalfe, J Jackson and A Walters being signatories but asked for Laura Davenport to be added.
ACTION CLERK – to setup Laura Davenport on the bank account

- 09.05.24.9** To Review AGAR 2023/24 and Associated Documents
- a) **To approve the annual accounts and bank reconciliation for Year End 31 March 2024**
Council **APPROVED** annual accounts as per **APPENDIX 5**
 - b) **To receive the Internal Auditors Report**
Council received the Internal Auditors report which will be published on the website
 - c) **To discuss registering as exempt from External Audit and signing Certificate of Exemption on part 2 of AGAR**
Council **AGREED** to register as exempt from External Audit and the certificate of exemption was signed.
 - d) **To approve the Annual Governance Statement 2023-24 (AGAR Section 1) for external auditors PKF Littlejohn**
Council **APPROVED** the Annual Governance Statement
 - e) **To approve the Accounting Statement 2023-24 (AGAR Section 2) for external auditors PKF Littlejohn**
Council **APPROVED** the Accounting Statement

202220

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f) To agree dates for the exercise of public rights to inspect accounts

Council **AGREED** the dates for the exercise of public rights to inspect accounts would be 3rd June – 12th July

09.05.24.10 To receive update on Parish Council procedures and resolve to agree actions:

a) To review subscriptions to other bodies and agree actions

Council **APPROVED** subscriptions to other bodies as per **APPENDIX 6**

b) To confirm arrangements of insurance cover in respect of all insured risks

Council **REVIEWED** the insurance policy and were happy it covered all risks

c) To approve Parish Council Meeting Dates for 2024/25

Parish Council Meeting Dates for 2024/25 were approved as per **APPENDIX 7**

09.05.24.11 To review the following council policies:

a) Standing Orders

Council reviewed the policy and agreed no changes were required

b) Financial Regulations

Council requested the clerk find out if there is something missing from section 1.7 of the new Financial Regulation 2024 model as the sentence appeared to be incomplete

c) Complaints Procedure

Council reviewed the policy and agreed no changes were required

d) Data Protection and Freedom of Information

Council reviewed the policy and agreed no changes were required

e) Publication Scheme

Council reviewed the policy and agreed no changes were required

202221

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f) Grants and Donations Policy

Council reviewed the policy and agreed no changes were required

g) Asset Register

Council reviewed the policy and agreed no changes were required

h) Internal Control Procedure

Council reviewed the policy and agreed no changes were required

09.05.24.12 To Receive an update on footpaths and agree actions

Nothing to add from last meeting

09.05.24.13 To discuss Roads and Highways

Cllr Metcalfe confirmed that he had received a complaint regarding the state of Boddington Lane. He confirmed that he had spoken to Max Kelly as certain areas were considered dangerous. Cllr Metcalfe is currently awaiting a response from Max to see if a site visit can be arranged or if he needs a detailed image.

Action - Council will encourage people to go on to GCC site and report pot holes.

09.05.24.14 To discuss a community first aid course

Cllr Jackson advised she would see who was interested for dates in July. **Council AGREED** they would have a maximum of 12 people a session

09.05.24.15 To discuss the purchase of a dog waste bin and agree location

Council AGREED that they would like to place a mixed waste bin in the layby by the church. The clerk explained she was still awaiting a response from Tewkesbury Borough Council regarding the cost for a bin. **Council AGREED** they would be happy to purchase the bin if it was below £450.

09.05.24.16 To discuss plans for GLOUCESTERSHIRE & D-DAY 80 on 6th June 2024

Cllr Lang advised that the Beacon will be despatched w/c 20th May but he may need to purchase gas bottles to light beacon to which **COUNCIL AGREED**. He advised the field behind church should be used for parking and that volunteers would act as parking wardens. There will be a 10 minute act of remembrance at 21:15.

09.05.24.16 To Receive items for the next meeting agenda

None

09.05.24.17 To discuss clerk salary in a confidential session and agree actions

202222

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Council AGREED increase from level 8 to level 9

09.05.24.18 **Date of Next Meeting: 1st August 2024**

Meeting Close – 19:57

APPENDIX 1

Clerks Report

The Build back better application had been submitted and awaiting a response

There is a new Financial Regulations which needs adopting and coming up in the schedule

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APPENDIX 2

BODDINGTON PARISH COUNCIL MINUTES FROM 9 MAY 2024

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Financial Report for 09.05.24

Payments made between meetings up to 30.04.24

Details	Amount
R Metcalfe (Salary)	113.28
M Hinde (Salary)	160.54
Ionos	19.2
R Metcalfe (Salary)	163.22
M Hinde (Salary)	205.17
Ionos	19.2
PATA	51.45
M Hinde (Salary)	205.17
21CC Group	658.8
M Hinde (Expenses)	59.99
Ionos	19.2
M Hinde (Salary)	205.17
Total	1880.39

Receipts Received Since 31.01.24

Tewkesbury Borough Council (Precept)	4370
Staverton Parish Council (Beacon)	274.5
Total	4644.5

Payments to be authorised 09.05.24

Gloucestershire Association of Parish and Town Councils	68.1
Gloucestershire Association of Parish and Town Councils - Internal Audit	140
Total	208.1

APPENDIX 3

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**Boddington Parish Council
Bank Reconciliation at 30.04.24**

Details - Parish Council Current Acc.	Receipts	Payments	To be authorised
R Metcalfe (Salary)		276.5	
M Hinde (Salary)		776.05	
PATA		51.45	
lonos		57.6	
21CC Group		658.8	
M Hinde (Expenses)		59.99	
Tewkesbury Borough Council (Precept)	4370		
Staverton Parish Council (Beacon)	274.5		
Gloucestershire Association of Parish and Town Councils - Internal Audit		140.00	140.00
Gloucestershire Association of Parish and Town Councils - Subs		68.10	68.10
	4644.50	2088.49	208.10
			0.00

BANK RECONCILIATION:

Current Acc. Opening balance	6474.48
Plus receipts above	4644.50
	11118.98
Less payments above	2088.49
Closing cash balance	9030.49
Plus payments to be authorised above	208.10
Closing bal. at bank at 31.04.24	9238.59

APPENDIX 4

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Boddington Parish Council Budget Monitoring Report 30.11.23	Budget 2023/24	Budget 2024/25	April	May	June	July	August	September	October	November	December	January	February	March	Accum. payments to date	Bal. of budget remain.
Clerks Salary	2070	2575	205.17												205.17	2369.83
Administration	48	64													0	64
Clerk Expenses	287	321	59.99												59.99	261.01
PATA	113	120													0	120
H/MRC	393	441													0	461
Training	83	31.89													0	31.89
Grass Cutting		0													0	0
Maintenance	17	18													0	18
Hireings	180	191.34													0	191.34
Insurance	303	298													0	298
Audit	197	191.34													0	191.34
Staff	0	0													0	0
Donations and Subs	130	187													0	187
Street Furniture	200	212	658.8												658.8	456.2
Website	190	199	19.2												19.2	179.8
Planning	0	0													0	0
Elections	187	187													0	187
Total	3250	5024.57	943.16	0	0	0	0	0	0	0	0	0	0	0	943.16	3613

RECEIPTS																
Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Precept			4370													0
Other Income			274.5													0
TOTAL INCOME	0	0	4644.5	0	0	0	0	0	0	0	0	0	0	0	0	4644.5

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APPENDIX 5

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered in figures.

Name of smaller authority: Boddington Parish Council

County area (local councils and parish meetings only): Gloucestershire

Financial year ending 31 March 20xx

Prepared by (Name and Role): Michelle Hinde (Clerk)

Date: 08/05/2024

	£	£
Balance per bank statements as at 31/3/24:		
1042801	5,537.3	

[add more accounts if necessary]

_____ 5,537.3

Petty cash float (if applicable)

-

Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)

item 1
item 2
item 3
item 4
 [add more lines if necessary]
item 5
item 6
item 7
item 8

-

Add: any un-banked cash as at 31/3/xx

-

Net balances as at 31/3/24 (Box 8)

5,537.3

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APPENDIX 6

Subscriptions to Other Bodies

Gloucestershireshire Association to Town and Parish Councils	68.1
Society Local Council Clerk	59.5
Total	127.6

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APPENDIX 7

Boddington Parish Council Meeting Dates

2024/25

Date	Time
August 1st	19:00
November 7 th	19:00
February 6th	19:00
May 1 st 2025	19:00