

Clerk Report Nov 2022

Finance

The cheque has been issued to the Parish Hall Committee for the grant towards the Jubilee.

Appraisal – forms are still outstanding – please can Councillors send these on to Cllr Sanders as soon as possible. Thank you

Planning

- We are still waiting for the final Memorandum of understanding which will agreed to sign up to.
- **2874/4/22/OPA** (as neighbouring parish) PC response has been submitted
- **1051/22/FUL** – PC response has been submitted
- **3555/22/PHH** – Due to be considered at meeting on 17 Nov and submitted same day
- NF041 WP0684-4 - Information was emailed out regarding the 28 day notice of Airband installation of 5 x 10.5 metre poles in Patchacott

Housing survey – 15 responses have currently been received.

Resolutions

All resolutions from the Oct meeting have been actioned.

Outstanding issues are:

- Emergency plan meeting to be arranged
- Clerks appraisal meeting to be confirmed –Cllr Sanders has only received 2 responses, Please can they be forwarded as soon as possible
- Nat West complaint
- MOU
- BT Kiosk restoration. BT have cleaned up the site and we are now waiting for a response from the Field Officer to see if it can be painted.

Correspondence

Reduced Council Tax Scheme – Please use this link to have your say. Email was also disseminated on 7 Nov to all councillors. <https://www.engagement.westdevon.gov.uk/council-tax-reduction-2023-24>

Essential Works – SWW – Email send out 10 Nov to all councillors – I have requested more information as the fact sheet was very limited.

Warm hub – info on this was sent from Cllr Mott and I have forwarded it to the Parish Hall for consideration at their next meeting.

Avian Flu – posters have been put on the noticeboards and the website.

Election Canvassing - Info has been disseminated regarding the canvassing of some properties.

Info on **Dogs Trust** free services has been put on the website

Beaworthy Parish Council

MEETING ATTENDANCE POLICY

This Policy was adopted at a meeting on 19 Nov 2020

To be reviewed every 2 years

Last review

This policy is designed to promote efficient administration of meetings, avoid inquorate meetings, and permit timely rescheduling of meetings where necessary. It will also provide accountability for Members.

Apologies for Absence

Members shall give as much advance notice as possible of absence from all meetings either by mentioning at a previous meeting; via email; or telephone to the Parish Clerk.

The deadline for receipt of an apology for absence shall be 2 hours prior to the meeting commencing.

Apologies for absence shall be made directly in advance and not via a third person such as another Member at the meeting.

Extended Periods of Absence

A Councillor who does not attend any meetings (including virtual meetings) for a period of six consecutive months will automatically cease to be a Member of the Council unless the reason for absence is approved by the Council before the end of the period¹.

If absence becomes necessary for extended periods, Councillors are advised to submit a request via the Parish Clerk giving the reason for absence, for approval by the Council.

Recording and Publishing Attendance

For all meetings of the Council, the Clerk will record Members' attendance, or non-attendance with or without apologies, in a centrally held spreadsheet kept for that purpose. The Minutes of these meetings will show Members in attendance and Members absent with and without apologies².

¹LGA 1972, s85(1)&(2)

²LGA 1972, Sch12, para 40.

Receipts								
Total	Precept	Grant	Bank Interest	VAT Refund	Misc	Column2	Column3	
4,337.26	4,261.00	-	-	76.26	-	-	-	
Payments								
Total	Clerk's Salary	Grants and Donations	Admin and training	Office Costs	Insurance	Asset Maint	Election Costs	VAT
2,288.54	1,156.33	600.00	30.00	301.29	156.12	-	-	44.80
Bank Summary			Current Acc					
Cashbook								
Balance at	01/04/22		3,613.76					
Receipts	to date		4,337.26					
Payments	to date		2,288.54					
Balance at	28/10/22		5,662.48					
Bank Reconciliation			Current Acc					
Balance per statement 28 Oct 2022			6,216.71					
Outstanding cheques	Chq No	Amount						
	274	300.00						
	276	53.04						
	277	36.00						
	SO	165.19						
Total Outstanding cheques			(554.23)					
			5,662.48					
Difference			-					

Notes:

Current balance of £6216.71 includes Reserves (currently at £2523.29)

Actual balance less reserves - £3693.42

Estimated remaining expenditure from budget - £1182.62 (reserves already allocated) which includes back dated new pay rate for clerk as per 2022 pay award

Estimated end of year balance (less reserves) - £2510.80

Estimate approx. underspend on the budget at end of FY of £130

BUDGET	FY Apr 23 to Apr 24		
Category	Sub category	Budget	Totals
Clerk salary			2,797.60
Donations			300.00
	Madworthy	150.00	
	St Albans	150.00	
Admin and training			250.00
	Admin expenses/mileage	50	
	Training	200	
Input Vat to be recovered			
Office costs			545.00
	Printer toner/stationery	50	
	Go daddy domain renewal	25	
	Go Daddy website renewal	100	
	Village Hall Hire	250	
	Subscriptions DALC	80	
	Subscriptions ICO	40	
	Coronation Op Golden Orb		
	bank charges		
	Audit		65.00
Insurance			170.00
Grants			300.00
Election Costs contingency		100	
Reserve/contingency		400	400.00
Asset Maintenance contingency			200.00
	2 noticeboards	50	
	laptop and printer	150	

I have based this on the Job evaluation spreadsheet - at £13.45 per hour (includes latest pay award) but this does not include the pay award for 23-24, this figure can be changed to current £10.53 but showing highest amount for example

let me know your thoughts on this budget line - although not used so far this year for training, any new councillors will most likely require training. There may be other opportunities this year after covid.

VAT of £9.05 to be reclaimed

keep it at this to allow for a small increase

£15 increase on this as previous increase higher than estimated

need to check Parish Hall prices for next FY so not amended this figure yet

note in DALC bulleting that minimum charge will go up from 50 to £75 for 2023

keep at £40 again to allow for any increase due in Sept

5th May 2023 - need to consider potential contributions or expenditure? Suggest we use £300 grant monies for this

Spoken to Nat West and we are not in line for any bank charges with our current account - suggest no budget for this for this FY

Quote received

3 year LTA ends June 23, suggest we keep it at £170 and use general reserves if it is higher.

may not need this but need to discuss keeping current amount if not used and take this off the budget for the next 4 years but with a view to reinstating it if needed after that.

there is £284.83 in this reserve budget after laptop purchase in 2021, suggest this continue to allow laptop upgrade when required.

5,027.60

Devon Association of Local Councils

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Company Registration No. 12545316

VAT Invoice

INVOICE TO

Angela Braidwood
Beaworthy Parish Council
Willowdene,
Bratton Clovelly
Okehampton
Devon
EX20 2LB

INVOICE NO. 4193

DATE 21/10/2022

DUE DATE 20/11/2022

TERMS Net 30

DESCRIPTION	AMOUNT	VAT
Attendance of Angela Braidwood at the Responding to Planning Applications webinar on 17/10	30.00	20.0% S
SUBTOTAL		30.00
VAT TOTAL		6.00
TOTAL		36.00
BALANCE DUE		£36.00

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	6.00	30.00

Please make cheques payable to Devon Association of Local Councils and BACS payments, using your invoice number as a reference, to:

Account number: 68792768
Sort Code: 30-84-67

VAT Number : 972 098 196
Company Number: 12545316