

Minutes of the Annual Meeting of **Beaworthy Parish Council** held at 1930 hours on **Thursday 16th May 2024** in Beaworthy Parish Hall.

Councillors present: Cllr Rendell (Chairman), Cllr Coleman, Cllr Higgins, Cllr Sanders, Cllr Balsdon, Cllr Wonnacott

Also present: A. Braidwood (Clerk). Cllr T Southcott (WDBC)

1. **Chairman's welcome.** Cllr Rendell welcomed attendees to the meeting.
2. **Election of Chairman.**
 - 2.1 It was proposed, seconded, and unanimously **RESOLVED** to elect Cllr Rendell as Chairman.
 - 2.2. The Chairman signed the Acceptance of Office Form witnessed by the clerk.
3. **Election of Vice Chairman.** It was proposed, seconded and unanimously **RESOLVED** to elect Cllr Sanders as Vice Chairman.
4. **Apologies for absence.** Cllr Johnstone, Cllr Mott (WDBC)
5. **Public Forum –** No one spoke
6. **Declarations of Interest in items on the agenda –** Cllr Sanders – Item 14.3
7. **Minutes of the previous meeting.** It was unanimously **RESOLVED** that the minutes of the meeting held on the **18th April 2024** were a true record and were signed by the Chairman.
8. **Clerk's report –** received. **Annex A**
9. **Planning. Nil**
10. **Nomination of representatives. It was RESOLVED to nominate the following:** (to investigate, research and report to full council):
 - 10.1 Highways – Cllr Johnstone
 - 10.2 Parish Hall – Cllr Wonnacott
 - 10.3 Crime commissioners – Cllr Coleman
 - 10.4 Northern Links – Cllr Balsdon
11. **2024 Meeting Schedule -** It was **RESOLVED** to continue with monthly meetings to be held in the Parish Hall on the 3rd Thursday of each month where possible, with a break in August.
12. **Policy Review –** The Financial Regulations and Standing Orders were reviewed with no amendments.
13. **West Devon borough Council Update:** Received
14. **Finance:**
 - 14.1 The RFO presented the **Finance Report**, bank reconciliation and budget report to **30 April 24 (Annex B)**
 - 14.2 The RFO presented the Annual Governance and Accountability Return including the internal auditors report. It was proposed, seconded and unanimously **RESOLVED** to approve the Annual Governance and Accountability Return, as follows:

Section 1 the Annual Governance Statement, signed by the Chairman and Clerk
Section 2 Accounting Statements, signed by the RFO and Chairman
Exemption Certificate, signed by the RFO and Chairman
The notice of public rights was set for 3rd June to 12th July 2024
 - 14.3 It was unanimously **RESOLVED** to approve the following payments:

St Albans Church donation for grass cutting 2023	£150
Insurance 2024 (3 year LTA)	£125.55

Fee for Internal Audit May 2024

£65.00

14.4 **2024 Payment Schedule** – It was unanimously **RESOLVED** to approve the 2024 payments schedule.
Annex C

14.5 **Internal Auditor** – It was unanimously **RESOLVED** to appoint Penny Clapham as the internal auditor for 2024/5.

The Council **RESOLVED** to continue the meeting in **confidential session at 2020 hours**. Cllr Southcott was invited to stay for the discussion.

15. Enforcement – Updates received.

The confidential session closed at **2037** hours

16. Items for the agenda for next meeting - New Finance Regs, potholes

17. Date of next meeting – 20th June 2024

18. Meeting closed at: 2045 hours.

Annex A - Clerk Report - May 2024

Finance:

The internal auditor has completed her annual report for 2023/24 with no comments. we are now able to proceed with the approval of the Annual Governance Statement and the Accounting Statement

Appraisal:

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

Planning

West Devon Borough Council		
Planning and related applications registered between 29 Apr 2024 to 5 May 2024		
Despatched on Wednesday, 8 May 2024		
THERE IS NO STATUTORY CONSULTATION REQUIREMENT ON THE APPLICATIONS BELOW THE INFORMATION IS BEING SENT FOR INFORMATION ONLY		
Parish:	Beaworthy	
1393/24/CCN	Caravan Club Notification	
Applicant Name:	Natasha Hutchinson	Officer: Nicola Glanville
Grid Reference:	(246099, 98337)	
Site Address:	The Old Railway Cottage Patchacott Beaworthy EX21 5AS	Click here to view the application
Description:	Caravan Club Notification of proposed exempted campsite of 5 pitch site taking caravan, motorhomes, trailer tents and roof tents	

Resolutions - All resolutions from the April meeting have been actioned.

Outstanding issues are:

- Emergency plan meeting to be arranged.
- Clerks' appraisal meeting to be confirmed.
- Nat West complaint – partially completed some issues still outstanding.
- MOU

Correspondence

Grant request has been received from St Albans Church for donation towards grass cutting and churchyard maintenance but as yet nothing from Madworthy Chapel

Annex B - Finance Report and Bank reconciliation and budget update to 30 Apr 2024

Receipts

Total	Precept	Grant	Bank Interest	VAT Refund	Misc		
2,684.50	2,434.50	-	-	-	250.00	-	-

Payments

Total	Clerk's Salary	Grants and Donations	Admin and training	Office Costs	Insurance	Asset Maint	Election Costs	VAT
560.69	445.12	-	-	100.01	-	-	-	15.56

Bank Summary

Cashbook

		Current Acc
Balance at	01/04/24	4,959.31
Receipts	to date	2,684.50
Payments	to date	560.69
Balance at	30/04/24	<u>7,083.12</u>

Bank Reconciliation

		Current Acc
Balance per statement	30 Apr 24	7,198.69
Outstanding cheques	Chq No	Amount
Total Outstanding cheques/DD	374	115.57
		(115.57)
		<u>7,083.12</u>

Difference
of which £3438.13 is reserves

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Budget Update

3645.00	Balance in current account after 3438.13 reserves removed
2434.50	Remaining precept to be received in Sept
6079.50	Total balance available for the year
4751.28	This year's anticipated annual spend (taken from the budget) not including the reserves amount which have already been removed. But it does include an additional £222.56 from 2023/24 which was taken late from the account due to BH therefore shows in the bank in this FY
1328.22	estimated amount remaining as unspent at the end of the FY. This can be added to chosen reserves at the end of the year
	NB. The reserves figure (3438.13) includes the £250 received from Nat West as compensation, which I have added to the contingency/General reserves budget to allow for the shortfall from the budget figures
	Therefore, the remaining shortfall in the contingency reserve budget of £110 can be covered using this remaining unallocated balance

Annex C – 2024 Payment Schedule

Item	Max amount to be approved	Date of Payment
Clerk Salary	£ 2878.72 pa	Monthly payments based on a nominal 4 hours per week by standing order.
DALC – membership	£ 100.00	Annual subscription due in April 2024 – payment on receipt of invoice
Community First Trading - Insurance	£ 125.00	Annual payment due May 2024 – Payment on receipt of invoice year 2 of LTA
Beaworthy Church – Donation for Grass Cutting	£ 150.00	Usually paid in May – on receipt of application
Madworthy Chapel - Donation for Grass Cutting	£ 150.00	Usually paid in May - on receipt of application
Go Daddy - Website	£ 165.00	Annual payment due in September – to be paid by clerk on credit card and reimbursed on production of receipt
Village Hall booking	£250.00	Cost estimated – max amount budgeted in category. Payment on receipt of invoice – usually 6 monthly
Data Protection Fee	£ 35.00	DD debit has been set up. Due to be taken October 2021
Uncontested 2023 Election Fees WDBC		Date and amount to be confirmed