

# Boughton Malherbe Parish Council

Boughtonmalherbe.co..uk

# NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

To: All Councillors,

You are hereby summoned to the Annual Meeting of Boughton Malherbe Parish Council at 7.45pm (or on completion of the Annual Parish Meeting), Monday 30<sup>th</sup> May 2022 in Grafty Green Village Hall.

Dated 25th May 2022

Vickie Ford, Parish Clerk

Members of the public are very welcome to attend and will have an opportunity to speak.

#### **AGENDA**

#### PART A - ESSENTIAL ITEMS

- 1. Anybody filming or recording this meeting to declare it
- 2. 2.1 To elect a Chairman of Boughton Malherbe Parish Council for the next year
  - 2.2 For the elected Chairman to sign the Declaration of Acceptance of Office
- 3.1 To elect a Vice Chairman of Boughton Malherbe Parish Council for the next year
  - 3.2 For the elected Vice Chairman to sign the Declaration of Acceptance of Office
- 4. 4.1 To Elect a Chairman of the Planning Committee for the next year
  - 4.2 To Elect a Vice Chairman of the Planning Committee for the next Year
- 5. 5.1 To elect a Chairman of the Finance and Staffing Committee for the next year
  - 5.2 To elect a Vice Chairman of the Finance and Staffing Committee for the next year
- 6. Apologies to receive and accept apologies for absence
- 7. Declarations:

Any lobbying

Any interest in items on the agenda

Any changes to the register of interests

Any changes to the register of pecuniary interests

- 8. Approval of Minutes to approve the Minutes of 7<sup>th</sup> March 2022
- 9. Matters Arising from the Minutes and Actions
- 10. Public Session
- 11. Annual Reviews
  - 11.1 Review of delegation arrangements/confirmation of portfolios, to committees, subcommittees, employees and other local authorities; to adopt the Platinum Jubilee Event organising group as a Working Group and to confirm power for the grant is LGA 1972 s145 (Provision of entertainment)
  - 11.2 To note the terms of reference for committees which will be reviewed at the first meetings of the committees:

- Planning,
- Finance and Staffing
- 11.3 Receipt of nominations to existing committees
- 11.4 Appointment of any new committees, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
- 11.5 Review and adoption of appropriate standing orders and financial regulations
- 11.6 Review and adopt the Kent Code of Conduct for Members
- 11.7 Review of representation on or work with external bodies and arrangements for reporting back including Maidstone KALC.
- 11.8 Review of inventory of land and assets including buildings and office equipment.
- 11.9 Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- 11.10 Review of the Council's and/or employees' memberships of other bodies: CPRE, KALC.
- 11.11 Agreeing or reviewing the Council's complaints procedures
- 11.12 Agreeing or reviewing the council's employment policy and procedures
- 11.13 Agreeing or reviewing the risk register

#### 12. Finance

- 12.1 Income since the last meeting Refund from Downsmail £9, precept MBC £7,005
- **12.2** Authorisation of any payments since last meeting: Amesis Ltd £42, V J Ford £282, KALC £275.21, Simon Jones Associates Ltd £930.12, CPRE £36, Amesis £63.48, Mr Martin King £152.30, KALC (training) £102, Miss E English £250
- 12.3 To sign any cheques:
- 12.4 To note the Balance at the Bank (29th April) Nat West Current £8,731.81

Nat West Business Saver £46,525.55 Nationwide £14,230.15 Cambridge and Counties £23,486.79

- 12.5 Bank Reconciliation to note end of year statement below
- 12.6 Internal Auditor's Report to receive and note the report circulated separately
- 12.6 External Audit 2021/22 –(i) Approve and sign the Annual Governance Statement
  - (ii) Approve and sign end of year Accounting Statements
  - (iii) Approve and sign the Certificate of Exemption
  - (iv) RFO (Clerk) to set commencement date for exercise of public rights (Monday 13<sup>th</sup> June)
- 12.7 To note outturn for 2021/22 budget see below
- **12.8** Bank Signatories to receive a report from the Clerk's discussions with NatWest bank; to consider a change of bank for the current account and instant access business saver; to review signatories for notice savings accounts
- **12.9** Reserves Policy to agree and approve a final version of the proposed policy circulated separately
- 13. Dates, time and venue for meetings in 2022/23 suggested dates were:

4th July

5<sup>th</sup> September

7<sup>th</sup> November

23rd January 2022

6th March 2022

#### 14. Further Information

#### **CLOSED SESSION**

15. Confidential – to consider proposals for new fencing between the Village Green and the pub

## PART B – ITEMS TO BE CONSIDERED IF THERE IS SUFFICIENT TIME. IF NOT TO BE DEFERRED UNTIL THE JULY MEETING

### 16. Highway and Footway Matters

- 16.1 Liverton Hill
- 16.2 Ditches, gullies, pot holes
- 16.3 Speedwatch
- **16.4** Highways Improvement Plan (i) to note the latest version of the HIMP
- **16.5** Footpaths (i) replacement of stiles to receive an update from the Chairman/Clerk
- 17. Councillor Reports on any External Meetings attended

#### **Item 12.5 Bank Reconciliation**

#### Bank balances at 31st March 2021

| (as per Bank Statements)               | £           |
|--|-------------|
| Nat West Current Account               | 48,072.99   |
| Nationwide                             | 14,191.23   |
| Cambridge and Counties                 | 22,963.65   |
|  | 85,227.87   |
| Less Unpresented Cheques:-             | 199.00      |
| •                                      | 85,028.87   |
|  | £           |
| Balance brought forward 1st April 2021 | 85,028.87   |
| Receipts                               | 11,233.53   |
|  | 96,262.40   |
| Less Payments in the Year              | - 10,296.34 |
| Balance at 31st March 2022             | 85,966.06   |
| Bank balances at 31st March 2022       |             |
| NatWest Current                        | 2,050.81    |
| Natwest Business Saver                 | 46,522.31   |
| Nationwide                             | 14,230.15   |
| Cambridge and Counties                 | 23,486.79   |
|  | 86,290.06   |
| Less unpresented cheques               | - 324.00    |
| Balance at 31st March 2022             | 85,966.06   |

## <u>Item 12.7 - 2021/22 Outturn</u>

|                            | Budget  | Actual  |
|----------------------------|---------|---------|
|                            | 2021/22 | 2021/22 |
|                            | £       | £       |
| RECEIPTS                   |         |         |
| Precept                    | 5,731   | 5,731   |
| LCTS                       |         |         |
| Parish Services Scheme     | 409     | 409     |
| Bank Interest              | -       | 41      |
| Misc                       | -       | 9       |
| VAT Refund                 | 200     | 162     |
| TOTAL RECEIPTS             | 6,340   | 6,352   |
|                            |         |         |
| PAYMENTS                   |         |         |
| Staff Costs - Clerks Wages | 2,498   | 2,735   |
| Other Costs                |         |         |
| Village Green Maintenance  | 500     | 420     |
| Village Hall Hire          | 250     | 195     |
| Christmas Tree             | 300     | 266     |
| Christmas functions        | 300     | -       |
| Litter Collection          | 100     | 42      |
| Churchyard Maintenance     | 500     | 500     |
| Emergency Plan             | -       | -       |
| Training Courses           | 300     | 35      |
| Internal/External Auditor  | 70      | 290     |
| Insurance                  | 370     | 380     |
| KALC Membership            | 300     | 222     |
| Contingency                | 50      | 96      |
| Chairman's Expenses        | 50      |         |
| CPRE Membership            | 36      | 36      |
| Stationery, postage        | 200     | 639     |
| Total Other Costs          | 3,326   | 3,121   |
| Repairs Fund Contribution  | 500     | -       |
| TOTAL PAYMENTS             | 6,324   | 5,856   |
|                            |         |         |
| Underspend                 | 16      | 496     |

| Quinn/Legacy spend             |       |
|--------------------------------|-------|
| Grant to Village Shop comm     | 550   |
| KCC Kissing gates              | 522   |
| Footpath map                   | 2,365 |
| KCC traffic Survey             | 295   |
| Ringfenced Receipts:           |       |
| Community Infrastructure (CIL) | 4,358 |