

Minutes of the Annual Meeting of Wolverton Parish Council held on Zoom at 7.30pm on 5 May 2021

Present: Cllr S Easterbrook (Chair); Cllr P Anthony; Cllr S Murphy; Cllr T Phillips; Cllr Wynn-Evans

Parish Clerk: Mrs Jennifer Bendall

Public: None

- 21/05/05-AM/01 To elect the Chairman of the Council**
Cllr Anthony proposed that Cllr Easterbrook be re-elected Chairman, seconded by Cllr Murphy. Agreed.
- 21/05/05-AM/02 Record of members present**
Noted.
- 21/05/05-AM/03 To receive apologies for absence**
None received.
- 21/05/05-AM/04 To receive declarations of interests (existence and nature) on Items on the Agenda**
None.
- 21/05/05-AM/05 To receive the Chairman's Declaration of Acceptance of Office, or to decide when the Chairman's Declaration of Acceptance of Office, which has not been received as provided by law, shall be received**
As the meeting was held virtually, arrangements were put in place for the Clerk to receive the Chairman's Declaration of Acceptance of Office.
- 21/05/05-AM/06 To elect the Vice Chairman of the Council**
The Chairman proposed that Cllr Anthony be re-elected Vice-Chairman, seconded by Cllr Murphy. Agreed.
- 21/05/05-AM/07 To agree dates for Council Meetings for the forthcoming year**
It was agreed to accept the suggested dates for the next year (all dates are Thursday's): 22 July 2021, 23 September 2021, 25 November 2021, 20 January 2022, 24 March 2022, 21 April 2022 (Parish Assembly), 19 May 2022 (Annual and Ordinary Meetings)
- 21/05/05-AM/08 To review Council Committees / Working Parties, including Delegation of Functions to Committees, and appoint Members as applicable**
It was agreed that no committees or working parties are required at this time.
- 21/05/05-AM/09 To appoint representatives to sit on outside bodies if applicable**
It was agreed that there is currently no requirement for a Parish Council representative to sit on any outside bodies at this time.
- 21/05/05-AM/10 To appoint an Internal Auditor for the financial year 2021/22**
The Clerk advised that Ms Lewis was still willing to carry out the independent internal audit for WPC for 2021. It was agreed to formally appoint Ms Lewis as Internal Auditor.
- 21/05/05-AM/11 To review bank signatories and arrange to sign appropriate bank mandate if there are any changes**
It was agreed that no changes are required.

- 21/05/05-AM/12** **To receive the Parish Council's Statement of Finances at 31 March 2021** (Appendix 1)
The unaudited Statement of Finances for the year ended 31 March 2021 were received and noted.
- 21/05/05-AM/13** **To review the Parish Council's Asset Register** (Appendix 2)
The Asset Register was reviewed and it was agreed that no changes were required.
- 21/05/05-AM/14** **To agree the Parish Council Focus for 2021/22** (Appendix 3)
The Councillors considered the revised PC Focus for 2021/22, and it was agreed that promoting neighbourliness and supporting volunteers within the Parish would become the main area of focus for 2021/22. There was discussion regarding the CIL payment and how it might be spent (ie. possibly on areas identified in the Parish Plan). It was agreed that this would be investigated for the next meeting.
- 21/05/05-AM/15** **To review the Parish Council's Standing Orders and Financial Regulations**
The Clerk advised there had been no changes to the Standing Orders and Financial Regulations since they were reviewed in July 2020, and so they were readopted unchanged for the current financial year.
- 21/05/05-AM/16** **To review the Council's insurance provision**
It was noted that the insurance quote for 2021/22 had not yet been received. The Clerk reminded the Councillors that in 2020 they had signed a three-year term with Ageas through the broker Norris & Fisher, but it was noted that Norris & Fisher had advised that Ageas had made changes to its policy and that they were looking at other providers. It was agreed that the Clerk would chase Norris & Fisher as the policy renews on 1 June, and that she would obtain other quotes if their quoted premium was much increased from the previous year.
- 21/05/05-AM/17** **To review subscriptions**
It was agreed to renew membership of the Warwickshire and West Midlands Association of Local Councils.
- 21/05/05-AM/18** **To consider training requirements for Councillors**
No training requirements were identified at the present time.
- 21/05/05-AM/19** **Close**
The meeting closed at 8pm

Signed:

Wolverton Parish Council Chair

Date:

APPENDIX 1

WOLVERTON PARISH COUNCIL

Accounts Year End as at 31 March 2021

Reconciled to bank statement dated 26 April 2021

Actual 2019/20		Budget 2020/21	Actual 2020/21
Balances B/F			
£ 2,106.67	Current Account at 1 April	£ 2,394.12	£ 2,394.12
£ -	Uncleared income at 1 April	£ -	£ -
£ 43.20	Unpresented cheques/payments at 1 April	£ -	£ -
£ 2,063.47	TOTAL B/F	£ 2,394.12	£ 2,394.12
INCOME			
£ 2,680.00	Precept	£ 3,500.00	£ 3,500.00
£ 1,000.00	Grants	£ -	£ -
£ -	Interest	£ -	£ -
£ -	VAT	£ -	£ -
£ -	Other	£ -	£ -
£ 3,680.00	TOTAL INCOME	£ 3,500.00	£ 3,500.00
EXPENDITURE			
£ 1,287.78	Clerks Salary	£ 1,400.00	£ 1,354.98
£ -	HMRC	£ -	£ -
£ 109.66	Admin Expenses (stationery, postage, internet, etc)	£ 150.00	£ 76.67
£ 735.00	Grass cutting	£ 900.00	£ 990.00
£ 250.80	Donations	£ 200.00	£ -
£ -	Parish Maintenance (excluding grass cutting)	£ 100.00	£ 21.90
£ 149.00	Subscriptions (WALC, ICO, etc)	£ 175.00	£ 140.00
£ 297.11	Insurance	£ 300.00	£ 264.98
£ -	Room hire	£ 40.00	£ 59.95
£ 100.00	Election Costs	£ -	£ -
£ -	Training	£ 50.00	£ 77.00
£ 420.00	Other	£ -	£ -
£ -	VAT paid	£ -	£ 43.30
£ 3,349.35	TOTAL EXPENDITURE	£3,315.00	£ 3,028.78
Actual Balance of Accounts at 31 March 2020			
£ 2,394.12	Current Account Balance	£2,579.12	£2,865.34
£ 1,250.00	Ringfenced funds *	£1,250.00	£1,250.00
£ 500.00	Contingencies fund (sum retained for unexpected expenses)	£500.00	£500.00
£ 644.12	TOTAL DISPOSABLE FUNDS	£829.12	£1,115.34

*** Ringfenced funds**

Donation to PCC agreed in year 2019/20 for new churchyard fencing
WCC grant received in year 2019/20 ringfenced for PCC

£250.00

£1,000.00

£1,250.00

APPENDIX 2

Wolverton Parish Council Asset Register April 2021

ITEM	LOCATION	DATE ACQUIRED	VALUATION	PURCHASE PRICE	CURRENT VALUE
Land	Village Green	1983	CA	Ceded to WPC	£ 1.00
Seat 1 wooden	Church path	QEII silver jubilee 1976	CA	Community donation	£ 1.00
Seat 2 metal & wood	Crossroads	Refurbished 15 Jun 2016	PP	£120	£ 120.00
Defibrillator	On Church Hall	2016	PP	£1,053	£ 1,053.00
Noticeboard 1 - 3 doors	Outside Church Hall	06-Jul-16	PP	£1,000	£ 1,000.00
Noticeboard 2 - 2 door	Norton Lea	06-Jul-16	PP	£668	£ 668.00
Laptop & software	Clerk's residence	05-Feb-17	PP	£383	£ 383.00
					<u>£ 3,226.00</u>

CA = Community asset, IV = Insurance value, PP = Purchase price, EST = Estimate

For audit purposes the Village Green and Seat 1 is considered a Community Asset and given a value of £1

APPENDIX 3 (revised 4.5.21)

Parish Council Focus for 2021/22

1. CIL payment:

To establish and implement a policy for the utilisation of CIL payments.

Initial actions: To ascertain the regulations pertaining to the use of CIL payments; Councillors to agree principles and criteria to be used; Apply the new approach for CIL payments received in 2021 for the benefit of the Parish.

2. Donations:

To review WPC policy for donations and grants, to ensure we are budgeting and using our funds for the maximum benefit

3. Promoting neighbourliness and supporting volunteers within the Parish