

**MINUTES OF THE ANNUAL MEETING OF AVENBURY PARISH COUNCIL HELD ON  
TUESDAY 21<sup>ST</sup> MAY 2024, AT 7PM IN THE PUBLIC HALL**

**MEMBERS PRESENT:** Cllrs Gill Churchill, Yvonne Berry, George Churchill, Ian Jones  
and Mark Berry.

**ALSO, PRESENT:** Jennifer Eva (Parish Clerk) & Cllr. Ellie Chowns.

**1. ELECTION OF CHAIR**

1.1 It was unanimously **RESOLVED** to elect Cllr. Gill Churchill as Chair. Cllr. Churchill duly signed her Declaration of Acceptance of Office.

**2. ELECTION OF VICE CHAIR**

2.1 It was unanimously **RESOLVED** to elect Cllr. Yvonne Berry as Vice Chair.

**3. APOLOGIES To receive, consider and approve apologies for absence.**

None.

**4. DECLARATIONS OF INTEREST**

4.1 Register of Interests – Members noted the need to update their Register of Interests.

4.2 To declare any Disclosable Pecuniary Interests (DPI) and other interests in items on the agenda as required by the Parish Council's Code of Conduct for Members and by the Localism Act 2011. Requests for dispensations must be made in writing, addressed to the Clerk, and received as soon as possible before the meeting. Failure to register or declare a DPI may result in the commission of a criminal offence.

None.

**5. MINUTES OF THE PREVIOUS MEETING**

5.1 It was unanimously **RESOLVED** to approve and sign the minutes of the meeting held on 26<sup>th</sup> March 2024 as a correct record.

**6. WARD COUNCILLOR REPORT**

Members noted a verbal report as provided by Cllr Chowns.

*Cllr Chowns left the meeting.*

**7. PUBLIC SESSION**

7.1 Public questions for parishioners - None.

**8. POLICIES AND PROCEDURES**

8.1 Review of the council's policies, procedures, and practices.

- a. Standing Orders
- b. Code of Conduct
- c. New Financial Regulations
- d. Risk Register
- e. Scheme of Delegation
- f. Online payment procedure

It was **RESOLVED** to adopt policies A to F.

**9 ASSET REGISTER**

9.1 To review the Asset Register.

It was **RESOLVED** to accept the register.

## 10. FINANCE

### 10.1 Invoices for payment.

Payee	Details	Budget Heading	Excl. VAT	VAT £	Total amount
Autela Payroll Services	Q4 invoice 13613	Salary & PAYE	49.17	9.83	59.00
HMRC	PAYE month 1	Salary & PAYE	-	-	58.00
HMRC	PAYE month 2	Salary & PAYE	-	-	58.00
J Eva	April Salary	Salary & PAYE	-	-	-
J Eva	May Salary	Salary & PAYE	-	-	-
J Eva	Stamps	General admin	-	-	6.80

It was **RESOLVED** to approve the payments, as listed above. Cllrs Gill Churchill and Yvonne Berry signed the payments schedule.

10.2 Members received and noted the latest bank statements, spend against budget, bank reconciliation from 1<sup>st</sup> April to 20<sup>th</sup> May 2024, and a list of receipts and payments.

10.3 Members considered closing the current and reserves account with NatWest and opening two new accounts with Lloyds Bank.

It was **RESOLVED** to close the Council's Current and Reserve accounts held with NatWest. Two new accounts will be opened with Lloyds.

10.4 Review of bank signatories.

It was **RESOLVED** to add all five councillors as signatories on the new Lloyds accounts. Each payment needs the approval of two Councillors. Any payments will not be approved by councillors from the same family.

## 11 PARISH COUNCIL INSURANCE

11.1 Members reviewed the current insurance policy and considered any changes.

It was **RESOLVED** to approve the policy as presented, ready for a quotation.

## 12 CONSULTATION

12.1 [Local Transport Consultation](#) – Members considered a response to this consultation.

It was **RESOLVED** for all members to consider completing the form individually.

## 13 HIGHWAYS / FOOTPATHS / TRAFFIC

13.1 Members considered any issues to report to Herefordshire Council.

It was **RESOLVED** to condition of the highway near the vending shed.

## 14 INFORMATION AND CORRESPONDENCE

14.1 To note the following information & correspondence received.

a. West Mercia Police - Economic Crime Unit - Fraud & Scam Bulletin.

b. Great Collaboration Herefordshire – May Newsletter.

c. Herefordshire Street Works Report W/C 13.05.2024.

d. Bi - monthly face to face briefing in Thorn Depot – 12pm on Tuesday 18<sup>th</sup> June.

e. HALC – Training Schedule – May to August 2024.

f. Locality Briefing.

## 15 DATE OF THE NEXT ORDINARY MEETING

Members noted the next ordinary meeting will be held on 16<sup>th</sup> July, at 7pm in the Public Hall, Bromyard.

With no further business the meeting was closed at 8pm

Signed by Cllr Gill Churchill ..... Dated .....