

1st 15 minutes to public

Sue – disappointed for Keith – no decision on his planning

Keith – Planners said they need 3 reports - Wiltshire Council, Keith needs to do another report

Ability to walk to make a vote

Richard – no public building or space, he will make an enquiry

Opening comment – here only temporarily until PC reliably quorate, we hope following tonight's meeting should happen. At the end of the meeting Richard

- 1 To receive apologies for absence received from Karen Western**
- 2**
- 3 To receive declarations of interest concerning any agenda item – None**
- 4 To approve as a correct record the Minutes of the meeting held on 30th May 24 – Richard, small comments, re last line on 017.24 ref for an Independent Auditor – “EXTERNAL” NOT INDEPENDENT**
- 5 18.24 FIRST LINE – reported as asking – Richard knows, needs to know what we have in place remove “need to”
Richard proposed, Favour – all**

- 6 To consider the co-option of Anthony Shore and Carl Roberts
Application Form for Carl,
Carl – has lived in CP for 4 years and would like to get involved and give something back, IT and ? hope to make things better and more
Richard proposes to co-opt, Juliet seconded – all in favour, Carl invited to join
Anthony, lived PC 2/3 years, plans to stay. Job in HR worldwide,
Richard proposes, Ann Seconded all in favour
Official all 5 Councillors, Richard exercises his discretion, Keith may step down
& Richard will also step down in due course**

- FINANCE**
- 7 To adopt the 2024/5 budget proposal.**

**Longer ter
Minuted to withdraw my resignation
Morna's training not included**

8 To consider the reserves position and decide on ring-fencing

CIL – pay off from development – 5 years to spend it on appropriate infrastructure development, limited ability, Noticeboards project started, free reserves, £3,298 unallocated, usually 6 months of budget, might be an opportunity for Precept to be reduced or use some part of the unallocated reserve to reduce the Precept next financial year.

Any comments or questions:

Juliet, Karen wanted to spend sme money for Chair training and new Councillor training.

WALC ZOOM training, 5 Councillors, £200 training to be included

Juliet mentioned previous leaflet drop, could do with someone from Marshmead Close.

Anthony – houses in parish?

Keith – 250/300? Richard 276?

Budget – leaflet drop, Ann offered to print and drop off

Keith – in all his years as Chairman, why do the public come as haven't previously. Feels the leaflet drop didn't work previously and wasn't cost effective.

Richard – Financial Control to estimate free reserves.

Anthony – say £100

Richard – is everyone content with Budget for current Financial Year

Ann – can we use CIL for Noticeboards, Budget reduce free reserves

Training – mentioned WALC & SLCC

Richard's reservations – would Morna be staying,

Anthony prefers online training, more effective, put on Agenda for next meeting

Morna – re support from Catherine Purves

Keith raised the point of 3 monthly meetings – R suggested will be discussed later in Agenda

- 9 To note the receipt of the precept - £5,116 – confirmed all paid at once
- 10 To note the bank balance at 19th April 2024 - £8,984.60 – includes Precept

Richard – do we have a deposit account – no, should we consider this

Ann – NatWest do provide this

Richard – use the money Sagely – add to Agenda for next time

- 11 To arrange for Parts 1 and 2 of the Annual Governance and Accounting Return to be completed – to be discussed later duplicate entry error on Agenda

- 12 To authorise the following payments

a. Community First Insurance = £147.73 – Carl

Keith proposed, all in favour

b. Clerk salary from w/c 29/04/2024 – w/c 27/5/2024 5 weeks = £202.50

Richard proposed, all in favour, R has put in excess hours

3 hours per week, has asked me to keep a record of her hours to compare

- 13 To consider VAT registration

Quarterly Returns, can backdate 4 years and collect 4 years worth. Vatable items. Parish Council will have to pay 25% of a future,

Keith , software packages available

In the future it may be of use.

Richard

Ann

Is the bank account a Community Account

Carl, asked Richard to clarify his concerns

Richard clarified that what may go on in PC Road and Noticeboards will be vatable, therefore

Richard proposes Morna to investigate

All in favour, carried

- 14 To consider the bank mandate arrangements – signatories, Juliet & Karen and Dave Gilbert. Richard suggested we have 3 minimum. Put everyone on.
Proposed**
- 15 To consider the Clerk’s tax position
Morna – requested indemnify PC against PAYE, NI claim from me.
Morna to write a letter to confirm.**
- 16 To complete and sign the Annual Governance & Accounting Return for 2023/2024**
 - a. To approve and sign the Annual Governance Statement for 2023/2024**

Richard proposes that this is discussed at a separate meeting before 31/7/24

All agreed.

- b. To approve and sign the Annual Accounting Statement for 2023/2024**
- c. To resolve to certify that Clarendon Park Parish Council is exempt from a Limited Assurance Review by the External Auditor, as it meets the qualifying criteria, i.e. that its income and its expenditure amounted to less than £25,000**
- d. To approve the dates for the period of the Public Right of Inspection of Accounts for 2023/2024.**

Richard confirms that we can make this declaration

All agreed

Richard – mentioned accounts to be made available to the public for inspection.

Dates to be confirmed when AGAR discussed at next meeting

GOVERNANCE

- 17 To consider adopting the Standing Orders and Financial Regulations previously circulated**

Richard - Juliet kindly provided FR's and SO's from WALC, adopt wholesale as they stand, far more complicated and detailed than required or we can consider a more tailored version.

Refers to larger Town Councils, can have a working group, Anthony, adopt as they are then perhaps review at a later date.

Ann – also agrees with

Keith seconded

Richard confirmed we adopt WALC versions as they stand for later

All in favour, considered adopted.

18 To consider the position with regard to:

- Code of Conduct – Individually signed by everyone (not Richard) *
- Register of Interests - . Ann has filled it in online, Juliet thinks she has done so too.*
- Declaration of Acceptance of Office. – ALL *
- Freedom of Information Scheme – Draft provided by Catherine? Morna / Richard to check. ALL

- Information Commissioners Office registration, add to Budget £34
personal information on Councillors and Clerk,

- Risk assessment –
Ann mentioned that Karen has completed in the past, ask Karen to consider what Risks may be – check with WALC
Keith – Bus Shelter, Salt Bins and Noticeboards
Richard – Asset Register, to be added to Agenda for next time.
Will put the Council on a proper legal footing

Concludes the Agenda

8.06pm

Richard – use short tenure to put the PC onto a proper footing,
Governance requirements.

Richard until such time as other Councillors have been appointed.

Anthony proposed that Richard stays to conclude next meeting and then the following meeting he opens the meeting and

Keith requests Agenda item re Bus Shelter. Assessment of current condition. Is it a safe Bus Shelter, going out of CP towards Southampton. Ann asks who owns the one on the corner of Marshmead.

Items for next meeting

19 Date of next meeting

Time

Anthony 7pm

Ann 7pm

Suggests Wednesday 17th July at 7pm

Tesco Community Room

Meeting Closed 8:13pm