

Minutes of the Parish Council Meeting – Annual

Venue - Spring Cottage

Date – 28th May 2025, start time 19:04.

Present - Chairman David Jones (DJ), Councillor Barry Keenan (BK), Councillor Vince McCully (VMC), Councillor Trevor James Elliot (TJE).

Clerk – Jennie Seddon

Other attendees – N/A

1	Apologies for absence	Councillor Lisa Harris Kim Snape		
2	Declarations of interest	N/A		
3	Review of Insurance	<p>Current policy is due for renewal mid June. Clerk Jennie Seddon has emailed the updated policy to all councillors with questions around some of the items insured.</p> <p>Clerk Jennie Seddon has called the current provider regarding some of the items insured but not needed such as playground equipment, sports equipment and lawn mowers which total over £50k. The current provider stated that it was an “all or nothing package” as it was generic for all parish councils.</p> <p>When asked for it to be taken off the total would reduce by £150 from £670 but would leave the council beholden to any issues with the flag pole and stocks.</p> <p>All agreed that the updated policy with added extras was more beneficial.</p> <p>Councillor Barry Keegan asked if we could explore other brokers before agreeing to the renewal.</p> <p>Clerk Jennie Seddon will look into this as part of the insurance review.</p>	JS	
4	Review of risk Management	<p>As part of the previous internal audit, a recommendation was put in place to complete a risk assessment for assets held by the council.</p>		

		<p>Jennie has completed a 10 page comprehensive risk assessment which covers areas such as finance, management, assets, liability and councillors propriety.</p> <p>Risk assessment has been emailed to all councillors the prior week to the meeting. A printed copy was also available during the evening meetings held on 28.05.25.</p> <p>A copy will be kept in the parish council admin folder for 24/25.</p> <p>Financial regulation document was also completed as per a recommendation from the previous internal audit. This was emailed to councillors and a copy will be kept within the admin folder.</p> <p>A standing order was also completed in preparation for the internal audit. Councillors have received this via email and a copy will be kept on file.</p>		
5	Annual finance report for 2024/25	<p>Clerk Jennie Seddon produced the financial spreadsheet for the year April 2024/March 25.</p> <p>All councillors received a copy which showed bank reconciliation and all expenditure for the year.</p>		
5.1	AGAR2	<p>From the above the AGAR2 form was completed in preparation for the internal audit. A copy was available for councillors to check and a copy will also be placed in the admin folder.</p> <p>Councillor Trevor James Elliott was named as the RFO in the financial regulations document so he was therefore asked to sign the document along with Chairman David Jones and Clerk Jennie Seddon in preparation for the internal audit.</p>		
6	Budget planning 25/26	<p>The budget for the upcoming year was discussed with the following agreed;</p> <ol style="list-style-type: none"> 1. Clerk Salary – Jennie to check current salary rates and update councillors so the budget can reflect this. 		

		<ol style="list-style-type: none"> 2. Room rental for the meetings – this remains the same as the previous year at £500. 3. Internal audit fee remains the same at £80.00 4. Office supplies remains the same - £200 5. Governance remains the same £2000. This reflects insurance policy and website monthly costs. 6. Banking – all agreed they liked how easy TSB is since going online and we don't get charged so this has now been taken out the budget. 7. Miscellaneous remains at £500 as per the prior year. 8. Grass cutting – this needs to increase by 10% from £600.00. This also raised the matter of no invoices received or paid for the previous year. 9. Grants s137 – Jennie to check that properties and residents remains the same and the amount from the precept highlighted in the new budget document. 10. Emergency remains at £600.00 11. Remembrance remains at £100 12. Christmas £500.00 – Jennie to check the band was paid the previous year and book for 2025 13. Village green maintenance remains at £1200. <p>Jennie to complete the budget planning spreadsheet and forward to councillors. A copy of this will be included with these minutes and put into the admin folder.</p>		
7	Chairman Overview			

Meeting Closed at 7:44pm