



## Aldworth Parish Council

### Minutes of the Annual Meeting of the Parish Council

Tuesday 9<sup>th</sup> May 2023, 7.45pm at Aldworth Village Hall

Minute ref: 001/090523/AMPC

---

<b>Members Present:</b>	Cllr. Kate Walters, Cllr. Ilona Herbent & Cllr. Graham Rutter
<b>Members Absent:</b>	0
<b>Officers Present:</b>	Mrs Fenella Woods (Clerk & RFO)
<b>In Attendance:</b>	5 members of public plus Tim Chapman to hand over the Chair
<b>Meeting Start Time:</b>	19:48pm
<b>Meeting End Time:</b>	21:26pm

---

- 001/23 Cllr. Walters was **proposed** by Cllr. Herbent and **seconded** by Cllr. Rutter to stand as Chair of Aldworth Parish Council for the Municipal Year 2023 / 2024.
- 002/23 Cllr. Herbent was **proposed** by Cllr. Walters and **seconded** by Cllr. Rutter to stand as Vice-Chair of Aldworth Parish Council for the Municipal Year 2023 / 2024.
- 003/23 Declarations of Acceptance of Office for Chair / Vice Chair / Elected Councillors and Register of Business Interests Forms were **completed** by all members present. As this was an election year, Aldworth Parish Council have three seats filled with two vacancies to be filled by co-option at the earliest convenience. The Clerk will add the forms to the website and send them to the Monitoring Officer at WBC.
- 004/23 There were no apologies received from members of the council.
- 005/23 There were no declarations of interest received from any member, nor the Clerk.
- 006/23 There were no questions or comments from members of the public present regarding any item on the agenda. One member of public requested to speak during item 23 which was granted by the Chair. There were no representations received from any member with a declaration.
- 007/23 It was noted that there had been no applications from anyone wishing to be co-opted on to the council. Continued efforts will be made to fill the two vacant seats for the next meeting in July.

008/23 The minutes of the previous meeting dated 15<sup>th</sup> March 2023 were read and accepted as a true and accurate record. A copy was signed by Cllr. Walters for the file.

Update on actions:

<b>Actions from the Meeting:</b>			
	<b>Description</b>	<b>Assigned to</b>	<b>Completed</b>
1	Source quotes for the repair of the timber at the playground for May Meeting	Clerk	Yes – to be discussed in item 23.
2	Request Mr Buckle to use the cleaner purchased last year on the equipment	Clerk	Email request sent
3	Seek a defib policy for the hall users / hirers and present to May meeting	Clerk	Not complete
4	Purchase KCIII cut-out for Coronation Party	Clerk	Completed
5	Arrange 'working party' meeting at the Bell to arrange the weekend plans.	Clerk	Completed
6	Seek design / photos from T L Contracting re the access path for the May meeting	Working Party	To be discussed during item 23
7	Set up the LGPS	Clerk	Completed
8	Buy new salt bin and scoop and place at The Glebe	Clerk / TC / NW	To be discussed during item 23
9	Request WBC drain blast at Westridge Green by the flooded bend	Clerk	Email request sent

009/23

Annual Governance & Accountability Return – 2022 to 2023

- a) The Internal Audit report from Heelis & Lodge was circulated to all members prior to the meeting for review. It was noted that one **recommendation** was provided asking for a 'Reserves Policy' to be developed to ensure we do not go under the threshold of small authorities. The Clerk confirmed one has been developed from the SLCC model and this will be ratified during item 17f. The Council thanked the Clerk for the quality of the audit documentation.
- b) The Annual Governance Statement for 2022 / 2023 was **resolved** by all members present to be **approved**. Page 5 of the AGAR Form 2 was signed by Cllr. Walters and the Clerk.
- c) The Accounting Statement for 2022 / 2023 was **resolved** by all members present to be **approved**. Page 6 of the AGAR Form 2 was signed by Cllr. Walters and the Clerk. Due to the gross income being less than £25K for the year we **confirmed** our **exemption** from a limited assurance review and the Certificate of Exemption was signed by Cllr. Walters and the Clerk.
- d) All members present **resolved** to **approve** the Statement of Accounts and the Summary Receipts and Payments Forms generated by the Finance Software. These were signed by Cllr. Walters and the Clerk.

This concludes the proceedings for signing off the AGAR for 2022 / 2023. The Clerk will upload all documents to the website (transparency) and ensure the Notice of Public Rights is available on the Noticeboard. The certificate of exemption will be emailed to the external auditors.

010/23

Due to only having three Councillors at present, it was agreed that all three would sit on the Staffing Committee, particularly as the current Clerk leaves on 18<sup>th</sup> May. All three councillors will be responsible for employing a replacement. Therefore, Staffing Committee Members for 2023 / 2024 are Cllr. Walters, Cllr. Herbert and Cllr. Rutter. When the two vacant seats are filled, the membership of this committee will be revisited. The Terms of Reference were reviewed and no changes made.

- 011/23 The Standing Orders were **reviewed** and **accepted** with no changes.
- 012/23 The Financial Regulations were **reviewed** and **accepted** with no changes.
- 013/23 The annual subscriptions to BALC / HALC / NALC were **approved**. The SLCC membership will be revisited once a new clerk is in situ.
- 014/23 The direct debit in place with the Data Protection Office was **reviewed** and **approved**. The PAYE Tax from HMRC is paid via quarterly variable Direct Debit depending on the salaries entered. The next payment of £76.80 will leave the account on 22<sup>nd</sup> July.
- 015/23 The Asset Register was **reviewed** and **approved** by all members present.
- 016/23 The insurance cover for the year was **reviewed** and **approved** by all members present. £873.77 will be paid by the end of May for the policy to start from 1<sup>st</sup> June. The invoice has been processed by the Clerk and the new documentation has been added to the website and Noticeboard. We are locked in with Gallagher until 2025. The Clerk suggests that in 2025 you seek quotes from BHIB who are providing cheaper insurance than others with the same level of cover.
- 017/23 The following policies were **reviewed** and **accepted** with no changes:
- a) Complaints Policy ✓
  - b) Freedom of Information Policy ✓
  - c) Data Protection Policy ✓
  - d) Media Policy ✓
  - e) Anti-Bullying, Grievance & Disciplinary and Equality Policies ✓
  - f) Temporary Scheme of Delegation ✓
  - g) Grant Awarding Policy ✓
  - h) Community Engagement Policy ✓
- The new Reserves Policy was **read** and **approved** for **adoption**.
- 018/23 The s137 expenditure for 2022 / 2023 was **reviewed** and finalised as £897.78, out of the £1,958.04 we could have spent. The value for 2023 / 2024 has been **confirmed** as £9.93 per elector, with 222 on the January 2023 Electoral Roll, meaning the spending limit for s137 in 2023 / 2024 is £2,204.46.
- 019/23 The dates for the Full Council Meetings was agreed as:
- Monday 10<sup>th</sup> July – 7.30pm – Village Hall (Davey Room)
  - Monday 11<sup>th</sup> September – 7.30pm – Village Hall (Davey Room)
  - Monday 13<sup>th</sup> November – 7.30pm – Village Hall (Davey Room)
  - Monday 8<sup>th</sup> January – 7.30pm – Village Hall (Davey Room)
  - Monday 11<sup>th</sup> March – 7.30pm – Village Hall (Davey Room)
  - Monday 13<sup>th</sup> May – 7.30pm – Village Hall (Davey Room)
- It was requested that the Council be given a key to access the Davey Room without disturbing bookings in the Hall. Chris Owens will check with the Management Committee.
- 20/23 The following Councillors will look after the following areas of responsibility:
- Traffic & Highways Officer – Cllr. Graham Rutter
  - Playground Officer – Cllr. Kate Walters
  - Village Greens Officer – Cllr. Ilona Herbent

- Footpaths Officer – Cllr. Kate Walters
- Amenities Officer – Cllr. Graham Rutter

021/23 The Clerk confirmed that £39.99 was spent on the cardboard cut-out of King Charles III and the cost of the Village Photo would be £475.00 to be paid from s137 funds as it is a benefit for the whole community. Three Photos would be framed and printed (Village Hall, The Bell Pub and The Four Points Pub). This will be a project for the new Clerk due to time constraints with the current Clerk leaving on 18<sup>th</sup> May.

022/23 A s137 grant request was received from The Leaflet to support them with depleted funds to the value of £100. All members present **approved** this donation and the Clerk will process the BACS transfer and email the outcome.

023/23 A summary of the discussion and outcomes regarding the Village Hall Access path and the various grants received to support this:

- It was **agreed** to withdraw from the FCC Communities Grant as we would not be able to make a third-party payment by 31<sup>st</sup> May. An email will be sent thanking them for the opportunity, but we are unable to proceed at this time. We will re-apply for this grant once new plans have been approved.
- A small discussion was held over where best to place the access path (top of Bell Lane by existing steep path, or by the gate near the Bell pub which again, had a steep slope). It was **agreed** that a working party should be set up to include Chris Owens who can help with plans and drawings. Chris will contact T L Contracting and look at requesting different options. This will be added to the agenda in July.
- The Parish Plan Grant from WBC (£2,866.54) will need to be reallocated. It was **agreed** to update the application form to purchase a new litter bin, grit bin and scoop and fix all the rotten timber in the playground. Quotes were sourced and it was **agreed** to purchase the bins from Glasdon to match the current ones, and for CJM Services to do the repairs to the playground. There is still £387.93 left to spend so a new sign for the playground (to remove the outgoing Clerk's telephone number) would be ordered. Anything left over could go towards the Saturday Market. The outgoing Clerk will submit this to WBC (Jo Naylor) but the new Clerk will have to lead the project moving forward.

024/23 The appointment of a new Clerk update:

- An application has been received and the council are processing with this.
- The current Clerk will place all Aldworth PC items in the Davey Room in the small 2 drawer lockable filing cabinet and pass the keys to Cllr. Walters on 18<sup>th</sup> May. The Clerk will hand over the laptop, keys, noticeboard keys and Clerk User manual on 18<sup>th</sup> May for Cllr. Walters to hand over to the new Clerk once appointed. The current Clerk will process herself as a 'leaver' with HMRC, process the final payroll for 31<sup>st</sup> May and generate a P45.
- Cllr. Walters has been added to the bank as a 'view, submit and authorise' but Unity Trust are very slow at processing new requests so there will be a delay on this.
- It was agreed that the new Clerk can access the bank as the current Clerk on the proviso that as soon as they have set up their own log in and can access the bank, they remove the current Clerk as soon as they can.

025/23 The Clerk advised that as of 9<sup>th</sup> May, the current account was £14,191.40. The first Precept payment from WBC was received on 2<sup>nd</sup> May. It was agreed that Tim and Nick would be removed from the Bank Account once the new Clerk was set up and Ilona and Graham had received their log in details. The Newbury Show want to post some flyers to advertise the event, Cllr. Walters agreed to have them sent to her in the

first instance. No further correspondence has been received.

026/23

Matters for future consideration:

- Cllr. Herbert and Cllr. Rutter should be introduced to the Villages via The Leaflet. A photo and brief explanation of who they are etc. can be sent for a future publication. They need to send this to: leaflet\_alldworth@hotmail.co.uk
- The two vacancies will be advertised with a hope to co-opt at the meeting in July. It would be good to have a representative from Westridge Green on the Council.

027/23

There were no further questions or comments from members of the public.

With there being no further business to discuss, Cllr. Walters thanked everyone for attending and the meeting ended at 21:26pm.

Signed: .....

Position: .....

Date: .....

<b>Actions from the Meeting:</b>			
	<b>Description</b>	<b>Assigned to</b>	<b>Completed</b>
1	Send new Councillor Forms to WBC and upload to Website	Clerk	✓
2	Upload all AGAR documents to the website / noticeboard and email the Certificate of Exemption to the auditors	Clerk	✓
3	Refresh and upload all reviewed policies to the website	Clerk	✓
4	Process Payments to Gallagher for Insurance, The Leaflet for s137 donation and the Village Photograph	Clerk	✓
5	Email FCC Communities to withdraw from the Grant Offer	Clerk	✓
6	Re-do the Parish Plan Grant form for Jo Naylor	Clerk	