

# **Beausale Haseley Honiley & Wroxall Parish Council**

## **Annual Meeting**

**Tuesday, 14<sup>th</sup> May 2019 7.30pm at Wren Hall**

### **Minutes**

Cllr Gee welcomed everyone to the meeting.

**1. Election of Chairman**

Nomination: Cllr Janet Gee

Proposed by Cllr Tustin, Seconded by Cllr Clapp, and unanimously elected.

**2. Record of members Present**

Cllr J Gee, Cllr D Clapp, Cllr L Holdgate, Cllr N Gumley, Cllr R. Slatem, Cllr C. Tustin  
Mrs N Forty (Clerk)

**3. Apologies for Absence**

Apologies had been received from Cllr A Beaumont, Cllr E. Cantwell, and Cllr J Cooke ( WCC)

**4. To receive written requests for Disclosable Pecuniary Interests.**

Forms had been completed by most councillors . Awaiting form from Cllr Bird.

**5. Public Participation**

Members of the public present: Mr T. Truelove, Mrs A Vaidya

There were no questions from the public.

**6. To receive the Chairman's Declaration of Acceptance of Office**

Cllr Gee signed the Declaration of Office, witnessed by the Clerk.

**7. Election of Vice Chair**

Nomination: Cllr Tustin

Proposed by Cllr Gee Seconded by Cllr Slatem All councillors were in agreement.

**8. To agree Dates of Council Meetings for the year**

**18<sup>th</sup> June 2019; 23<sup>th</sup> July; 17<sup>th</sup> September; 22<sup>nd</sup> October; 3<sup>rd</sup> December;  
2020; 14<sup>th</sup> January 3<sup>rd</sup> March; Forum 14<sup>th</sup> April; AGM 12<sup>th</sup> May**

**9. Review of Working Arrangements**

**Audit Working Group:**

It was agreed that the group should continue with membership of Cllrs Gee, Clapp and Slatem, together with the Clerk.

**Emergency Planning:** Cllr Beaumont, Cllr Clapp, Cllr Slatem,

In a case of emergency, whether flood, plane crash or other, Wren Hall would act as an emergency centre. Overall responsibility would be held by Warwick District Council, but the centre would be manned by the people named, with a view to giving necessary assistance.

The Plan had recently been updated.

It was suggested that the Emergency Plan should be uploaded onto the PC Website

**Planning Procedure-** Working arrangements were under the remit of all Councillors.

All Councillors received the link to the planning application by email. Where possible decisions were taken at Council meetings, but if this was not appropriate due to time restrictions, each Councillor was asked to forward their decision and comments to all Councillors and the Clerk.

#### **10. To agree Cheque Signatories**

All Councillors agreed that Cllr Clapp, Cllr Slatem, Cllr Beaumont, should continue as signatories with the current practice of 2 out of the 3 to sign a cheque.

#### **11. Review of Assets and Liabilities.**

The List of Assets was read out by the Chair and agreed by the Council. There had been no change from 2018.

The Clerk presented the statement of finances as at 31<sup>st</sup> March 2019. (enclosed). The statement was unanimously accepted.

#### **12. Payments of the following annual accounts were approved:**

- Insurance BHIB- Due May 2019
- WALC- Due June 2019
- CPRE - Due September 2019
- Information Commissioner- Due January 2020
- Website - Due March 2020

All Councillors were in agreement with paying the above.

<u>YEAR END MARCH</u> <u>2018</u>	<b>BHHW</b> <b>Receipts and Payments</b>	<u>YEAR END MARCH</u> <u>2019</u>
£ 19,166.90	<b><u>Brought Forward</u></b>	£ 19,827.22
	-	
	<b><u>RECEIPTS</u></b>	
£ 7,500.00	Precept	£ 7,500.00
£ 2.93	Bank Interest	£ 8.52
	Warwick Rural West -phone box refurbishment	£ 246.00
	Mr H Jones- phone box fund	£ 152.30
	Cheque- Mrs J Lewis	£ 178.48
-	VAT	£ -
£ <u>813.26</u>	Transparency Fund	£ -
£ 8,316.19	<b><u>TOTAL RECEIPTS</u></b>	£ 8,085.30
	<b><u>PAYMENTS</u></b>	
£ 2,238.47	Clerk's Expenses/ Salary	£ 2,594.70
£ 190.54	AON UK Ltd Insurance	£ 194.01
£ 250.00	Room Hire (Wren Hall)	£ 382.50
£ 182.64	WALC Subscription	£ 200.00
£ 50.00	CPRE Subscription	£ 50.00
£ 360.00	Grant Thornton Audit Fees	£ -
£ 1,500.00	Churchyard maintenance	£ 1,500.00
£ 300.00	Ferncumbe Youth Club	£ 300.00
£ 250.00	Ferncumbe CofE School	£ 250.00
£ 500.00	Wren Hall	£ 1,024.00
£ 300.00	Womens Club	£ 300.00
£ 181.23	Information Technology	£ 339.97
£ 600.00	Defibrillator	£ -
£ 60.00	RBL Wreath	£ 75.00
£ 567.99	Bus Shelter & Notice Boards	£ 296.00
	Parish Council Website	£ 200.00
£ 90.00	Cllrs expenses & training	£ 105.00
	Election Expenses	£ -
£ 35.00	Data Protection registration	£ 40.00
	Newsletter	£ -
£ 7,655.87	<b><u>TOTAL EXPENDITURE</u></b>	£ 7,851.18
£ 19,827.22	Carried Forward	£ 20,061.34