

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

## **Annual Meeting**

**Wednesday 18th May 2022 7.30pm at Wren Hall**

### **Minutes**

Cllr Gee was delayed and Cllr Richard Slatem took the meeting and welcomed everyone.

**1. Election of Chairman**

Cllr Gee had previously advised that she would stand for chair if no one else had put themselves forward. Everyone present was happy for her to continue.

**2. Record of members Present**

Cllr C Bird, Cllr D Clapp, Cllr H Jones, Cllr N Gumley, Cllr R. Slatem, Cllr G Illingworth (WDC)  
Mrs N Forty (Clerk)

**3. Apologies for Absence**

Apologies had been received from Cllr L Holdgate, Cllr E. Cantwell, Cllr R Hales(WDC), and Cllr J Cooke ( WCC)

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

Updated forms had been completed by the majority of councillors . Once all forms had been completed they will be forwarded to WDC for updating onto the website.

**5. Public Participation**

There were no members of the public present.

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

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

**7. Election of Vice Chair**

Cllr Bird was asked if he would be willing to stand as Vice Chair for this year and he agreed. This was proposed by Cllr Clapp and Seconded by Cllr Jones

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

**22nd June 2022:13th July:7th September :19th October:30th November :25th January  
2023:15th March: Forum 19th April: AGM 17th 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- a meeting needs to be arranged to discuss the pay increase for the clerk..

**Emergency Planning:** 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 been updated in May 2021 and the clerk will review to ensure that all personal details are up to date.

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

## **10. To confirm Online banking and payment process**

The clerk explained how the online system worked. The clerk and Cllr Slatem have security devices which allows access to the HSBC online banking. The clerk makes a payment which had already been agreed either at the Annual Meeting or at the previous Parish Council meeting. The clerk takes a screen shot of the payment screen and notifies Cllr Slatem who checks the payment and sends a confirmation email.

It was discussed that although online banking is much more efficient, it does not allow for dual authorisation. It was agreed that the clerk would contact Cradley and Storridge PC about an alternative bank who may offer dual authorisation facilities.

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

There had been no change from 2020/21. Clerk to arrange for Chair to sign Assets book..

The Clerk presented the statement of finances as at 31<sup>st</sup> March 2021 and 2022. (enclosed). Cllr Clapp queried what the money given to the 3 Churches for graveyard maintenance had been spent on as the graveyard at Wroxall had fallen into disrepair and Wroxall Charities was going to take it over. Clerk to contact the representatives at the churches to ask this question.

Cllr Clapp explained about the precept figure and how it was calculated. The reserve figure in the bank was also explained.

Acceptance of the statement of finance was proposed by Cllr Gumley and seconded by Cllr Bird and accepted by everyone present.

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

- Insurance BHIB- Due May 2022
- WALC- Due April 2023
- CPRE - Due September 2022
- Information Commissioner- Due January 2023
- Website - Due March 2023

All Councillors were in agreement with paying the above.

## **Other Business**

Welcome Pack  
Solar Farm  
Donation to Northleigh House

These items were deferred for discussion at the next meeting due to be held on 22nd June.

Meeting closed at 8.50pm

<u>YEAR END</u> <u>MARCH 2021</u>	<u>BHHW</u> <u>Receipts and Payments</u>	<u>YEAR END</u> <u>MARCH 2022</u>
-	-	-
£ 19,864.22	<b><u>Brought Forward</u></b>	£ 19,585.49
	-	
	<b><u>RECEIPTS</u></b>	
£ 8,500.00	Precept	£ 7,500.00
£ 2.87	Bank Interest	£ 0.70
-		£ -
£ 8,502.87	<b><u>TOTAL RECEIPTS</u></b>	£ 7,500.70
	-	
	<b><u>PAYMENTS</u></b>	
£ 2,399.20	Clerk's Expenses/ Salary	£ 2,594.01
£ 194.01	Insurance	£ 194.01
	Room Hire (Wren Hall)	£ 234.00
£ 235.00	WALC Subscription	£ 236.00
£ 50.00	CPRE Subscription	£ 70.00
£ 1,500.00	Churchyard maintenance	£ 1,500.00
£ 300.00	Ferncumb Youth Club	£ 300.00
£ 3,000.00	Wren Hall	£ 300.00
£ 300.00	Womens Club	£ -
£ 79.99	Information Technology- Data Protection and Laptop security	£ 74.99
£ 215.00	Parish Council Website-hosting and maintenance	£ 331.90
£ 75.00	RBL Wreath	£ 74.99
	Bus Shelter & Notice Boards	£ 336.72
£ 50.00	Cllrs expenses & training	£ -
£ 225.00	Election Expenses	£ -
	Welcome Pack	£ 565.80
£ 158.40	Contingency	
	Bank Charges	£ 25.00
£ 8,781.60	<b><u>TOTAL EXPENDITURE</u></b>	£ 6,837.42
£ 19,585.49	<b>Carried Forward</b>	£ 20,248.77