



BUSHLEY PARISH COUNCIL

Minutes of the Annual Parish Council Meeting 29th June 2022 at Bushley Village Hall Meeting Room

PRESENT: Cllrs. Nigel Nicoll, Lesley Hiron, Jenny McDonagh, Kim Fikry and Jason Kinghorn
In attendance Clerk: Dave Kent.

1. Apologies: Cllr Vaughan Latter.

2. Declaration of Interests

None declared.

3. Minutes of Council Meeting 10th May 2022

Approved and signed off.

4. Finance

a) The schedule of payments to the Clerk (2 months salary plus expenses), BHIB (annual insurance), B Perry (lengthsman works) and GAPTC (internal audit) were approved.

b) It was noted that there had been some issues relating to the payment of lengthsman payments and the reimbursement of these payments from the County Council. The lengthsman would be encouraged to provide timely invoices, and the County Council to be contacted in respect of reimbursements.

A new contract with Worcestershire County Council would be required for 2022-23.

It was suggested, and subsequently (post meeting) confirmed that a BPC cheque (in the sum of £395.20) made out to the lengthsman had not been banked.

Cllr Kinghorn would agree a more efficient way of processing Village Hall invoices. There were outstanding invoices due from the last financial year.

It was agreed that Cllr Fikry would prepare a bank reconciliation format and process, to be reviewed at each meeting.

It was agreed that the present Clerk would be removed from the Unity Bank signatories, to be replaced by the new Clerk. Meanwhile Cllr Fikry would assume transaction submission powers until these could be handed over to the new Clerk.

5. Annual Governance and Accountability Return

1.1 Council Standing Orders and Financial Regulations, as issued 24th April 2022, were approved.

2.2 It was noted that Council's cashbook system should be reviewed.

3.2 Council's Risk Management Policy, as issued 14th June 2022, was approved.

3.5-9 Clerk to hand over to new Clerk Council documentation and storage arrangements.

4.1 2022/23 Budget, as previously discussed and agreed, was approved.

5.5 The retiring Clerk confirmed that he did not seek a pension.

6.3. Council approved the Exemption Assertion in respect of the Annual Governance and Accountability Report.

8.2 Councillors Responsibilities, as issued on the 19th June 2022 were approved.

8.6. Council's Annual Governance Statement (AGAR) was approved and signed off by the Chairman.

8.7. Council's Accounting Statement was approved.

8.8 It was noted that electronic back-up of Council documents was required.

8.9 Current GDPR Policies are to be reviewed and a Parish Council policy to be prepared.

9. Appointment of New Clerk

The appointment of Jane Rolfe as Clerk was confirmed, to take effect from 1st July 2022.

10. Mowing Contract

The award of the Churchyard mowing contract to Ben Perry was confirmed to commence in August 2022. OMG would complete their contract at the end of July 2022.

11. Footpaths

Concern was expressed at the apparent dismissal of the volunteer Footpaths Warden by Worcestershire County Council. This matter had been raised by the Chairman with Tom Wells (County Councillor and Leader of the Council) and required further investigation and resolution. The Parish Council expressed their full support for the Footpaths Warden who had been conscientious and diligent in his duties since his appointment one year ago.

The meeting closed at 9.05pm.

Following Meetings (updated post meeting):

9th August 2022 – Parish Council Meeting.

27th September 2022 – Parish Council Meeting.

25th October 2022 – Parish Council Meeting.

28th November 2022 – Parish Council Meeting.