



Boughton Malherbe Parish Council

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NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

To: All Councillors,

You are hereby summoned to the Annual Meeting of Boughton Malherbe Parish Council at 7.30 pm (or on completion of the Annual Parish Meeting), Monday 13th May 2023 in Grafty Green Village Hall.

Dated 8th May 2023

Marie Norris, Parish Clerk

Members of the public are very welcome to attend and will have an opportunity to speak.

AGENDA

PART A – ESSENTIAL ITEMS

1. **Anybody filming or recording this meeting kindly asked to declare it**
2. **2.1** To elect a Chairman of Boughton Malherbe Parish Council for the next year
2.2 For the elected Chairman to sign the Declaration of Acceptance of Office
3. **3.1** To elect a Vice Chairman of Boughton Malherbe Parish Council for the next year
3.2 For the elected Vice Chairman to sign the Declaration of Acceptance of Office
4. **4.1** To Elect a Chairman of the Planning Committee for the next year
5. **5.1** To elect a Chairman of the Finance and Staffing Committee for the next year

6. **Apologies – to receive and accept apologies for absence**

7. **Declarations :**
 - Any lobbying**
 - Any interest in items on the agenda**
 - Any changes to the register of interests**
 - Any changes to the register of pecuniary interests**

8. **Approval of Minutes:** to approve the Minutes of 4th March 2023

9. **Public Session** (Meeting adjourned minute book closed)

10. **Annual Reviews**
 - 10.1 To note the terms of reference for committees:
 - Planning,
 - Finance and Staffing
 - 10.2 Receipt of nominations to existing committees

- 10.3 Review and adoption of appropriate standing orders and financial regulations
- 10.4 Review of inventory of land and assets including buildings and office equipment.
- 10.5 Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- 10.6 Review of the Council's and/or employees' memberships of other bodies: CPRE, KALC, SLCC.
- 10.7 Review of the risk register

11. Finance

11.1 To note income received since the last meeting (Finance report to be sent under separate cover)

11.2 To Authorise any payments due : (Issued under separate cover)

11.3 To sign any cheques (resulting from item 11.2)

11.4 To note the Balance at the Bank (8th May 2024)	£
Lloyds Current	7,186.18
Lloyds Business Instant Access	16,085.46
Lloyds 32 Day Notice	41,012.95
Nationwide	14,973.40
Cambridge and Counties	23,685.05*

*Unable to confirm balance on this account at present.

11.5 Bank Reconciliation: to note end of year statement – (to be issued under separate cover).

11.6 External Audit 2023/24:

- (i) Approve and sign the Annual Governance Statement
- (ii) Approve and sign end of year Accounting Statements
- (iii) Approve and sign the Certificate of Exemption
- (iv) RFO (Clerk) to set commencement date for exercise of public rights

11.7 Bank Mandate -Signatories: to review & update current signatories on all accounts

11.8 To review Amesis invoice (increased hours and costs as per email)

12 To consider use of **Community Infrastructure Levy (CIL)** monies as payment

13. D Day - Celebration: To consider sponsoring a joint celebration between Village Hall & Church (Email J Thompson 01/05/24)

14. Christmas Party: To consider sponsorship of a children's Christmas party in December 2024

15. Dates, time and venue for meetings in 2024/25: suggested dates are:

1st July 2024

2nd September 2024

4th November 2024
6th January 2025
3rd March 2025
5th May 2025 (APM & APCM)

PART B – ITEMS TO BE CONSIDERED IF THERE IS SUFFICIENT TIME; IF NOT TO BE DEFERRED UNTIL THE JULY MEETING

- 16. Engaging with Residents** (Discussion item on how the PC can further engage with local residents)

- 17. Items for next agenda**

Item 11.5 Bank Reconciliation**Bank balances at 31st March 2022**

(as per Bank Statements)	£
NatWest Current Account	2,050.81
NatWest Business Saver	46,522.31
Nationwide	14,230.15
Cambridge and Counties	23,486.79
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	86,290.06
Less Unpresented Cheques:-	-324.00
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	85,966.06

	£
Balance brought forward 1st April 2022	85,966.06
Receipts	8,523.67
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	94,489.73
Less Payments in the Year	- 12,022.12
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Balance at 31st March 2023	82,467.61

Bank balances at 31st March 2023

Lloyds Current	5,441.87
Lloyds Business Saver	40,053.07
NatWest current	-
Natwest Business Saver	-
Nationwide	14,465.77
Cambridge and Counties	23,685.05
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	83,645.76
Less unpresented cheques	- 1,178.15
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Balance at 31st March 2023	82,467.61

Item 11.8 - 2022/23 Outturn

	Budget 2022/23 £	Actual 2022/23 £
RECEIPTS		
Precept	7,005	7,005
LCTS		
Parish Services Scheme	327	327
Bank Interest	-	514
Misc	-	-
VAT Refund	150	677
TOTAL RECEIPTS	7,482	8,523
PAYMENTS		
Staff Costs - Clerks Wages	4,196	4,470
Other Costs		
Village Green Maintenance	500	333
Village Hall Hire	250	271
Christmas Tree	300	336
Christmas functions	-	-
Litter Collection	-	569
Churchyard Maintenance	500	500
Emergency Plan	-	-
Training Courses	300	170
Internal/External Auditor	100	90
Insurance	400	489
KALC & SLCC Membership	300	349
Contingency	-	288
Chairman's Expenses	-	-
CPRE Membership	36	72
Stationery, postage	200	265
Total Other Costs	2,886	3,732
Repairs Fund Contribution	-	-
Village Green Fund (trees)	400	1,175
TOTAL PAYMENTS	7,482	9,377

Quinn/Legacy spend		
Platinum Jubilee celebration		793
KCC Kissing gates		792
Village Hall centenary celebration		500
Ringfenced Receipts:		
Community Infrastructure (CIL)		-