



Draft Minutes of the Stoke Trister with Bayford Parish Council
Extraordinary Meeting
The Mission Rooms, Bayford Hill, Bayford, Wincanton
Thursday 8th June 2023 at 7.00pm

Present:

Cllrs M Grant (Chair), J Garret, M Robinson.

In attendance:

Clerk: K Fullerton

7:00pm Meeting opened.

1/22/41 To receive apologies

RESOLVED: To accept apologies from Cllrs Linsley and Webb-Bowen.

2/22/42 To receive declarations of interest

None.

3/22/43 To agree the Minutes of the Annual Parish Council Meeting held on the 11th of May 2023

RESOLVED: To accept the Minutes as a true representation of the matters discussed.

4/22/44 Financial Matters:

a) To adopt the Standing Orders.

RESOLVED: To adopt the Standing Orders.

b) To adopt the Financial Regulations.

RESOLVED: To adopt the Financial Regulations.

c) To adopt the NALC Code of Conduct.

RESOLVED: To adopt the NALC Code of Conduct.

d) To review the annual budget and reserves as of 31st March 2023.

RESOLVED: To confirm the previously agreed expenditure budget of £10,000. To earmark a sum of £4,238.80 for the village hall extension and £10,000 for street furniture. To earmark a sum of £25,753.37 for contingencies.

e) To adopt the Asset List as of 31st March 2023.

RESOLVED: To agree the figure used on the AGAR 2022/23 is equal to the figure on the AGAR 2021/22 plus purchases during 2022/23, totalling a sum of £15,516.25. To agree the Asset List is a work in progress and should be completely reviewed and detailed item by item, prior to the next Annual Governance and Accountability Return.

f) To adopt the Risk Register as of 31st March 2023.

RESOLVED: To commit to drawing up a detailed Risk Register as quickly as possible. It was noted this was a time-consuming project and is likely to be a work in progress over the next six months.

ACTION: Cllr Webb-Bowen, Clerk

g) To confirm the transparency requirements for the website and to confirm this has been achieved or is shortly to be achieved.

The Clerk explained the documents that need to go on the website, comprising of the accounts (including purchases to the value of £100+), Asset List, Standing Orders, Financial Regulations, Bank Reconciliations, AGAR, and Notice of Public Rights. The

Clerk will attempt to have this information loaded to the website over the next six months.

ACTION: Clerk

- h) To receive the Annual Internal Auditor's Report 2022/23.
The Internal Auditor's Report for 2022/23 was received and positively reflected the significant amount of work carried out over the past three months, to bring the governance and financial systems up to the level required to pass the audit.
- i) To complete Section 1 of the annual Governance and Accountability return (AGAR) 2022/23
RESOLVED: To complete Section 1 and to authorise the Chair to sign the document on behalf of the parish council.
- j) To complete Section 2 of the AGAR 2022/23.
RESOLVED: To receive the financial statements in section 2 from the Clerk and to authorise the Chair to adopt the statement on behalf of the parish council.
- k) To sign the Certificate of Exemption AGAR 2022/23
RESOLVED: To receive the completed Certificate of Exemption from the Clerk and to authorise the Chair to sign the document on behalf of the parish council.
- l) To seek a resolution to make the following payments:
- | | |
|--|-----------------|
| i. Locum Clerk salary May 2023 | £399.00 (gross) |
| ii. Clerk expenses May (laptop, mileage & Home working) | £607.43 |
| iii. Zurich Insurance – policy 1 st June 2023 | £300.00 |
| iv. J Garrett – Parish Plan printing costs | £52.99 |
- RESOLVED:** To agree the above payments.

5/22/45 Parish Survey – to adopt the Parish Survey – Cllr Garrett

RESOLVED: To adopt the Parish Survey and to review and progress every six months. Members recognised the significant amount of work by Cllr Garrett to draft and complete the Survey. The Clerk was asked to contact Highways to ask if the lighting could be turned down in the A303 underpass to reduce costs and environmental impact. The Clerk was asked to have the Parish Survey uploaded to the website.

ACTION: Clerk

6/22/46 To receive correspondence

None.

7/22/47 To note items for the next agenda

- Dog litter bin review
- Defibrillator training – Cllr Garrett (Provisionally booked for the 15th of June but subject to change depending on numbers)
- Parish Survey – review actions

8/22/48 To note the date of the next meeting

13th July 2023 at 7pm.