Minutes of the Annual Meeting of Wolverton Parish Council held at Wolverton Church Hall at 7.30pm on 16 May 2024

Present:	Cllr S Easterbrook (Chair); Cllr S Murphy; Cllr T Phillips; Cllr Wynn-Evans SDC Cllr D Parker
Parish Clerk:	Mrs Jennifer Bendall
Public:	One

24/05/16-AM/01 To elect the Chairman of the Council

Cllr Wynn-Evans proposed that Cllr Easterbrook be re-elected Chairman, seconded by Cllr Murphy. Agreed unanimously.

24/05/16-AM/02 Record of members present

Noted.

24/05/16-AM/03 To receive apologies for absence

Apologies were received from Cllr P Anthony who was away. Approved. Apologies were also received from WCC Cllr I Shenton who would be arriving late due to another commitment.

24/05/16-AM/04 To receive declarations of interests (existence and nature) on Items on the Agenda

None.

24/05/16-AM/05 To receive the Chairman's Declaration of Acceptance of Office, or to decide when the Chairman's Declaration of Office, which has not been received as provided by law, shall be received

Received.

24/05/16-AM/09 To elect the Vice Chairman of the Council

Cllr Easterbrook proposed that Cllr Anthony be re-elected as Vice-Chairman, seconded by Cllr Murphy. Agreed.

24/05/16-AM/10 To agree dates for Council Meetings for the forthcoming year

It was agreed to accept the suggested dates for the next year (all dates are Thursday's):

25 July 2024, 19 September 2024, 21 November 2024, 23 January 2025, 20 March 2025, 24 April 2025 (Parish Assembly), 22 May 2025 (Annual and Ordinary Meetings)

In addition, it was agreed that an extra ordinary meeting would be called before the end of June to sign off the Annual Return for the year ended 31 March 2024 (the provisional date for this meeting is Monday 17 June at 7.15pm).

24/05/16-AM/11 If applicable, to appoint Council Committee Members and to review remit of, including Delegation of Functions to Committees, and/or appoint Working Party Members as appropriate

It was agreed that no committees or working parties are required at this time.

FINAL

24/05/16-AM/12 To appoint representatives to sit on outside bodies if applicable

Not applicable.

24/05/16-AM/13 To appoint an Internal Auditor for the financial year 2024/25

The Clerk advised that Ms Lewis was still willing to carry out the independent internal audit for WPC for 2024. It was agreed to formally appoint Ms Lewis as Internal Auditor.

24/05/16-AM/14 To review bank account signatories and arrange to sign appropriate bank mandate if there are any changes

It was agreed that no changes are required.

24/05/16-AM/15 To receive the Parish Council's Statement of Finances at 31 March 2024 (Appendix 1)

The unaudited Statement of Finances for the year ended 31 March 2024 was received and noted.

24/05/16-AM/16 To review the Parish Council's Asset Register

The Asset Register was reviewed, and it was agreed that no changes are required.

24/05/16-AM/17 To agree the Parish Council Focus for 2024/25

As agreed at the Parish Assembly, the main focus for 2024/25 will be the environment, climate change and sustainability, with an emphasis on the Climate Action Plan, rubbish and the ecological emergency.

24/05/16-AM/18 To review the Parish Council's Standing Orders and Financial Regulations if necessary

The Clerk advised that the National Association of Local Councils (NALC) had made no changes to the model Standing Orders and these were readopted unchanged by the Council. However, NALC has issued new model Financial Regulations which were considered and tailored to meet WPCs requirements: these were then approved.

24/05/16-AM/19 To review the Council's insurance provision

The Clerk advised that Zurich Town and Parish Insurance premium for the forthcoming year was £214.00, exactly the same as the previous year. She advised that she had requested quotes from other providers, but none had been received by the time of the meeting. It was agreed to accept Zurich's quote for 2024-2025.

24/05/16-AM/20 To review subscriptions

It was agreed that WPC would continue its membership of the Warwickshire and West Midlands Association of Local Councils. In addition, as required by law, the meeting noted that WPC pays an annual data protection fee to the Information Commissioner's Office.

24/05/16-AM/21 To consider training requirements for Councillors

No training requirements were identified at this time.

24/05/16-AM/22 Close

The meeting closed at 8.10pm.

Signed: _____

Wolverton Parish Council Chair

Date: _____

FINAL

WOLVERTON PARISH COUNCIL

Statement of Finance: Year End 31 March 2024

Reconciled to bank statement dated 22 April 2024

Actual 2022/23		Budget 2023/24	Actual 2023/24
BALANCES B/F			
£ 5,805.53	Current Account at 1 April	£ 8,913.69	£ 8,118.39
£ -	Uncleared income at 1 April	£ -	£ -
£ -	Unpresented cheques/payments at 1 April	£ -	£ -
£ 5,805.53	**TOTAL B/F**	£ 8,913.69	**£ 8,118.39**
INCOME			
£ 3,700.00	Precept	£ 3,700.00	£ 3,700.00
£ 900.00	Grants	£ -	£ 655.53
£ -	Interest	£ -	£ -
£ 327.39	VAT reclaim	£ 150.00	£ -
£ 3,393.65	Other	£ -	£ 665.85
£ 8,321.04	**TOTAL INCOME**	£ 3,850.00	**£ 5,021.38**
GENERAL EXPENDITURE			
£ 1,535.16	Clerk's Salary	£ 1,670.00	£ 1,645.16
£ 15.41	HMRC	£ -	£ 10.39
£ 39.88	Clerk's Homeworking Allowance and Travel Expenses	£ 40.00	£ 23.86
£ 33.87	Admin Expenses (stationery, printing, postage, internet, etc)	£ 50.00	£ 319.93
£ 446.74	Grass cutting	£ 469.07	£ 469.07
£ 66.00	Parish Maintenance (excluding grass cutting)	£ 100.00	£ -
£ 141.00	Subscriptions (WALC, ICO, etc)	£ 151.00	£ 187.00
£ 214.00	Insurance	£ 250.00	£ 214.00
£ 36.00	Room Hire (includes Zoom virtual meetings)	£ 50.00	£ -
£ 30.00	Training	£ 150.00	£ -
£ -	Audit Fee	£ -	£ -
£ 2,080.00	Other	£ 50.00	£ 667.12
£ 100.00	Election Costs Fund annual increase	£ 100.00	£ 100.00
£ 150.00	Assets Fund annual increase	£ 150.00	£ 150.00
£ 50.00	Continency Fund annual increase	£ 50.00	£ 50.00
£ -	Grants made under Discretionary Powers and Section 137 Grants	£ 200.00	£ -
£ 120.12	VAT paid (to be reclaimed)	£ 150.00	£ 177.79
£ 5,058.18	**TOTAL GENERAL EXPENDITURE**	£ 3,630.07	**£ 4,014.32**
EXPENDITURE FROM RESERVES			
£ -	Election Costs	£ 150.00	£ 100.00
£ -	Assets Fund (purchase, repair, renewal, inspection)	£ -	£ -
£ 1,250.00	Ringfenced funds	£ -	£ -
£ -	VAT paid from Asset Fund (to be reclaimed)	£ -	£ -
£ 1,250.00	**TOTAL EXPENDITURE FROM RESERVES**	£ 150.00	**£ 100.00**

Acutal Balance of Accounts at 31 March 2023		Forecast Balance of Accounts at 31 March 2024 (as per budget for year)	Actual Balance of Accounts Year To Date
£ 8,118.39	Current Account Balance (inc. ringfenced funds and reserves)	£ 9,283.62	£ 9,325.45
	Plus uncleared income	£ -	£ -
	Less payments awaiting approval / not reconciled to statement	£ -	£ -
£ 8,118.39		£ 9,283.62	**£ 9,325.45**
£ 4,454.52	Ringfenced funds *	£ 4,364.52	£ 5,120.37
£ 550.00	Contingencies fund (sum retained for unexpected expenses)	£ 600.00	£ 600.00
£ 600.00	Sum retained for future election costs	£ 550.00	£ 500.00
£ 650.00	Sum retained for Asset Fund (purchase, repair, renewal and inspection costs)	£ 700.00	£ 700.00
£ 1,863.87	**TOTAL DISPOSABLE FUNDS**	£ 3,069.10	**£ 2,405.08**

*** Ringfenced funds**

CIL payment (to be used for infrastructure projects) #	£4,990.37
Donations for replacement defibrillator (balance remaining, to be used for ongoing defibrillator maintenance costs)	£130.00
	£5,120.37

 # The CIL funds that WPC has received have to be spent within 5 years of receipt, as follows:

Amount:	Received:	To be spent by:
£1,081.13	21/06/2021	20/06/2026
£1,081.13	08/11/2021	07/11/2026
£2,162.25	13/06/2022	12/06/2027
£665.85	26/06/2023	25/06/2028

Greenshoots Grant

Total grant awarded £1,800.00

Date	Amount of Grant Received from WCC	Amount Forwarded to Grow Team
21/02/2023	£900.00	
21/03/2023		£920.00
01/09/2023	£400.00	
18/09/2023		£456.98
28/12/2023	£255.53	
22/01/2024		£178.20
Totals	**£1,555.53**	**£1,555.18**
Balance of Grant to be forwarded to Grow Team when received		£244.82