

## **Minutes of the Annual Meeting of Wolverton Parish Council held at Wolverton Church Hall at 7.30pm on 29 May 2025**

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

### **25/05/29-AM/01 To elect the Chair of the Council**

Cllr Anthony proposed that Cllr Easterbrook be re-elected Chair, seconded by Cllr Wynn-Evans. Agreed unanimously. The Chair was thanked for his work over the past year.

### **25/05/29-AM/02 Record of members present**

Noted.

### **25/05/29-AM/03 To receive apologies for absence**

Apologies were received from Cllrs Murphy and Phillips, both of whom were away. Approved. Apologies were also received from WCC Cllr J Crocker who was unable to attend due to another commitment.

### **25/05/29-AM/04 To receive declarations of interests (existence and nature) on Items on the Agenda**

None.

### **25/05/29-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**

The Chair and Clerk agreed a date for the Chairman's Declaration of Acceptance of Office to be received.

### **25/05/29-AM/09 To elect the Vice Chair of the Council**

Cllr Easterbrook proposed that Cllr Anthony be re-elected as Vice-Chair, seconded by Cllr Wynn-Evans. Agreed unanimously.

### **25/05/29-AM/10 To agree dates for Council Meetings for the forthcoming year**

With the exception of the first meeting, which will be held on either the 19 or 26 June depending on quoracy, the following dates for the forthcoming year were:

19 or 26 June 2025 TBC, 18 September 2025, 20 November 2025, 22 January 2026, 19 March 2026, 23 April 2026 (Parish Assembly), 21 May 2026 (Annual and Ordinary Meetings)

### **25/05/29-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.

**25/05/29-AM/12 To appoint representatives to sit on outside bodies if applicable**

Not applicable.

**25/05/29-AM/13 To appoint an Internal Auditor for the financial year 2025/26**

The Clerk advised that Ms Lewis was willing to carry out the independent internal audit for WPC for 2025. It was agreed to formally appoint Ms Lewis as Internal Auditor.

**25/05/29-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.

**25/05/29-AM/15 To receive the Parish Council's Statement of Finances at 31 March 2025 (Appendix 1)**

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

**25/05/29-AM/16 To review the Parish Council's Asset Register**

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

**25/05/29-AM/17 To agree the Parish Council Focus for 2025/26**

As agreed at the Parish Assembly, the main focus for 2025/26 remains the environment and climate change, along with actively supporting meeting the housing needs of the parish for at least a year.

**25/05/29-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 minor changes to the model Financial Regulations and Standing Orders, and that she had amended WPC's documents accordingly. These changes were approved.

**25/05/29-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 received a telephone quote from another provider, but it was for more than double the quote from Zurich. It was agreed to accept Zurich's quote for 2025-2026.

**25/05/29-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.

**25/05/29-AM/21 To consider training requirements for Councillors**

It was agreed to review Councillors training requirements at a future meeting when all Councillors are present.

**25/05/29-AM/22 Close**

The meeting closed at 7.50pm.

Signed: \_\_\_\_\_

Wolverton Parish Council Chair

Date: \_\_\_\_\_

## APPENDIX 1

DRAFT

## WOLVERTON PARISH COUNCIL

## Accounts Year End 31 March 2025

Reconciled to Community Account bank statement dated 31 March 2025 and Comm Inst Access bank statement dated 28 March 2025

| Actual<br>2023/24                |                                                               | Budget<br>2024/25 | Actual<br>2024/25 |
|----------------------------------|---------------------------------------------------------------|-------------------|-------------------|
| <b>BALANCES B/F</b>              |                                                               |                   |                   |
| £ 8,118.39                       | Current Account at 1 April                                    | £ 10,372.99       | £ 9,325.45        |
| £ -                              | Uncleared income at 1 April                                   | £ -               | £ -               |
| £ -                              | Unpresented cheques/payments at 1 April                       | £ -               | £ -               |
| £ 8,118.39                       | <b>TOTAL B/F</b>                                              | £ 10,372.99       | £ 9,325.45        |
| <b>INCOME</b>                    |                                                               |                   |                   |
| £ 3,700.00                       | Precept                                                       | £ 3,700.00        | £ 3,700.00        |
| £ 655.53                         | Grants                                                        | £ -               | £ 146.92          |
| £ -                              | Interest                                                      | £ 165.00          | £ 33.82           |
| £ -                              | VAT reclaim                                                   | £ 150.00          | £ -               |
| £ 665.85                         | Other                                                         | £ -               | £ 10.39           |
| £ 5,021.38                       | <b>TOTAL INCOME</b>                                           | £ 4,015.00        | £ 3,891.13        |
| <b>GENERAL EXPENDITURE</b>       |                                                               |                   |                   |
| £ 1,645.16                       | Clerk's Salary                                                | £ 1,800.00        | £ 2,043.87        |
| £ 10.39                          | HMRC                                                          | £ -               | £ 43.00           |
| £ -                              | Lloyds Bank account charges                                   | £ -               | £ 4.25            |
| £ 23.86                          | Clerk's Homeworking Allowance and Travel Expenses             | £ 40.00           | £ 40.01           |
| £ 319.93                         | Admin Expenses (stationery, printing, postage, internet, etc) | £ 250.00          | £ 24.23           |
| £ 469.07                         | Grass cutting                                                 | £ 591.00          | £ 469.07          |
| £ -                              | Parish Maintenance (excluding grass cutting)                  | £ 100.00          | £ -               |
| £ 187.00                         | Subscriptions (WALC, ICO, etc)                                | £ 200.00          | £ 160.00          |
| £ 214.00                         | Insurance                                                     | £ 300.00          | £ 214.00          |
| £ -                              | Room Hire (includes Zoom virtual meetings)                    | £ 54.00           | £ 16.00           |
| £ -                              | Training                                                      | £ 150.00          | £ -               |
| £ -                              | Audit Fee                                                     | £ -               | £ -               |
| £ 667.12                         | Other                                                         | £ 50.00           | £ 146.92          |
| £ 100.00                         | Election Costs Fund annual increase                           | £ 100.00          | £ 100.00          |
| £ 150.00                         | Assets Fund annual increase                                   | £ 150.00          | £ 150.00          |
| £ 50.00                          | Contingency Fund annual increase                              | £ 50.00           | £ 50.00           |
| £ -                              | Grants made under Discretionary Powers and Section 137 Grants | £ 200.00          | £ -               |
| £ 177.79                         | VAT paid (to be reclaimed)                                    | £ 150.00          | £ 118.80          |
| £ 4,014.32                       | <b>TOTAL GENERAL EXPENDITURE</b>                              | £ 4,185.00        | £ 3,580.15        |
| <b>EXPENDITURE FROM RESERVES</b> |                                                               |                   |                   |
| £ 100.00                         | Election Costs                                                | £ -               | £ -               |
| £ -                              | Assets Fund (purchase, repair, renewal, inspection)           | £ -               | £ -               |
| £ -                              | Ringfenced funds                                              | £ -               | £ 70.00           |
| £ -                              | VAT paid from Asset Fund (to be reclaimed)                    | £ -               | £ -               |
| £ 100.00                         | <b>TOTAL EXPENDITURE FROM RESERVES</b>                        | £ -               | £ 70.00           |

| Actual Balance of<br>Accounts at 31 March<br>2024 |                                                                              | Forecast Balance of<br>Accounts at 31 March<br>2025 (as per budget<br>for year) | Actual Balance of<br>Accounts Year To<br>Date |
|---------------------------------------------------|------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-----------------------------------------------|
| £ 9,325.45                                        | Current Account Balance                                                      | £ 3,937.99                                                                      | £ 2,836.86                                    |
| £ -                                               | Savings Account Balance                                                      | £ 6,665.00                                                                      | £ 7,033.82                                    |
| £ -                                               | Plus uncleared income                                                        | £ -                                                                             | £ -                                           |
| £ -                                               | Less payments awaiting approval / not reconciled to statement                | £ -                                                                             | £ -                                           |
| £ 9,325.45                                        |                                                                              | £ 10,602.99                                                                     | £ 9,870.68                                    |
| £ 5,120.37                                        | Ringfenced funds *                                                           | £ 5,120.37                                                                      | £ 5,050.36                                    |
| £ 600.00                                          | Contingencies fund (sum retained for unexpected expenses)                    | £ 650.00                                                                        | £ 650.00                                      |
| £ 500.00                                          | Sum retained for future election costs                                       | £ 600.00                                                                        | £ 600.00                                      |
| £ 700.00                                          | Sum retained for Asset Fund (purchase, repair, renewal and inspection costs) | £ 850.00                                                                        | £ 850.00                                      |
| £ 2,405.08                                        | <b>TOTAL DISPOSABLE FUNDS</b>                                                | £ 3,382.62                                                                      | £ 2,720.32                                    |

**\* Ringfenced funds**

CIL payment (to be used for infrastructure projects) #

£4,920.36

Donations for replacement defibrillator (balance remaining, to be used for ongoing defibrillator maintenance costs)

£130.00

£5,050.36

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

| Amount:   | Received:  | To be spent by: | Amount spent: | Balance remaining: |
|-----------|------------|-----------------|---------------|--------------------|
| £1,081.13 | 21/06/2021 | 20/06/2026      | £70.00        | £1,011.13          |
| £1,081.13 | 08/11/2021 | 07/11/2026      |               | £1,081.13          |
| £2,162.25 | 13/06/2022 | 12/06/2027      |               | £2,162.25          |
| £665.85   | 26/06/2023 | 25/06/2028      |               | £665.85            |
| £4,990.36 |            |                 | £70.00        | £4,920.36          |

**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                       |
| 22/11/2024                                                  | £107.00                           |                               |
| 18/11/2024                                                  |                                   | £107.00                       |
| 02/01/2025                                                  | £39.92                            |                               |
| 17/01/2025                                                  |                                   | £39.92                        |
| <b>Totals</b>                                               | <b>£1,702.45</b>                  | <b>£1,702.10</b>              |
| Balance of Grant to be forwarded to Grow Team when received |                                   | £97.90                        |