

WEST TYTHERLEY, FRENCHMOOR & BUCKHOLT PARISH COUNCIL

Locum Clerk: Tom Brindley
Email: westtytherleycouncilclerk@gmail.com

NOTICE OF MEETING

Members are summoned and the public invited to attend a Meeting of the
West Tytherley, Frenchmoor & Buckholt Parish Council
for the transaction of business as set out in the agenda below:

Date: Monday 24th June 2024

Time: 7.00pm

Location: King Edward's Hall, West Tytherley



Tom Brindley CiLCA

Locum Clerk

17th June 2024

AGENDA

2406-1	To receive and accept apologies for absence
2406-2	Chairman's remarks To receive declarations of pecuniary and personal interests relating to items on this agenda
2406-3	To receive the Locum Clerk's Report
2406-4	To approve the minutes of the Parish Council Meeting held on 13 th May 2024
2406-5	Public Session: To receive questions from members of the public.
2406-6	To receive report from Cllr Stewart McDonald TVBC
2406-7	To receive report from Cllr Nick Adams-King HCC
2406-8	To note the minutes of the Annual Parish Meeting 13th May 2024
2406-9	Finance I. To note the current financial situation and the reconciliation of the bank balances to 31 st May 2024. II. To approve the payments for June 2024 (table below). III. Update on change of signatories & bank account access. IV. To consider a revised treasury strategy. V. To consider a subscription for Scribe Accounting.
2406-10	Risk Register. To adopt the revised Risk Register
2406-11	Internal Audit 2022-23 i. To note the Internal Auditor's report for 2022-23 ii. To approve the Annual Governance statement for 2022-23 iii. To approve the Annual accounting statement for 2022-23 iv. To note the period for the Exercise of public rights for 2022-23 v. To note the Intermediate Audit Requirement from the External Auditor for 2022-23 vi. To confirm there are no declarable interests with BDO
2406-12	Internal Audit 2023-24 i. To note the Internal Auditor's report for 2023-24 ii. To approve the Annual Governance statement for 2023-24 iii. To approve the Annual accounting statement for 2023-24 iv. To note the period for the Exercise of public rights for 2023-24 v. To note the Audit Requirement from the External Auditor for 2023-24
2406-13	Village Fete i. To receive a report on the 2024 Village Fete ii. To consider separating the Village Fete accounts from the council bank accounts

2406-14	Play Area Safety report To review the Play Area Safety Report
2406-15	Clerk Recruitment To receive an update on the recruitment of a clerk and RFO and consider additional recruitment steps.
2406-16	Casual Vacancies To receive an update on the three casual vacancies and consider additional co-option steps.
2406-17	Planning I. To comment on new applications received prior to the meeting (presently none) II. To note planning decisions received from TVBC III. Glebe Farm: To note the outcomes from the meeting with West Dean PC on 17 th June
2406-18	Receive Reports I. Lengthsman II. Footpaths III. Recreation Ground
2406-19	Resilience Plan To receive an update on the Resilience project.
2406-20	Correspondence
2406-21	Matters to be carried forward to next meeting
2406-22	To note the date for the next meeting as Monday 8th July

June Payments due				
From	Item	Invoice Ref	Method	Amount
Hugo Fox	Website Hosting		DD	£11.99
RoSPA	Playground Inspection		BACS	£97.50
Todeka Ltd	Tom Brindley Locum Clerk services	113	BACS	£2,754.36
Do The Numbers	Internal Audit		BACS	£380.00
SSE Energy	Pavilion electricity		DD	£TBA
Amazon/Todeka	Minute and accounts books		Clerk expenses	£100.00
Star Accounting	Scribe subscription		BACS	£745.20
Any other payment requests received prior to the meeting.				

May Payments				
To	Item	Invoice Ref	Method	Amount
Hugo Fox	Website Hosting		DD	£11.99
Deposit A/C	Transfer to deposit		Xfer	£30,000
Deposit A/C	Transfer to deposit		Xfer	£10,000
May Receipts				
To	Item	Invoice Ref	Method	Amount
Current A/C	Transfer from Millenium A/C		Xfer	£600

*** Period for Public Speaking**

Members of the public may raise any topic during the public participation period. If the matters raised are not on the agenda for the meeting these can be used to form part of the agenda for a future meeting at the discretion of the Council. Members of the public are welcome to stay for the Council meeting after the public session as observers but will not be able to join in the discussion unless invited to do so by the Chairman.

Relevant Documents:

1. Minutes of annual council meeting 13/05/24
2. Minutes of Annual Parish Meeting
3. June 2024 Clerk's Report
4. 2023 AGAR inc Internal Auditor's report
5. 2024 AGAR inc Internal Auditor's report
6. Risk Register
7. Scribe accounting quote
8. Play area inspection report