

# BUBBENHALL PARISH COUNCIL



Locum Clerk : Louise Baudet  
47 St Pauls Crescent  
Coleshill  
Birmingham B46 1BB  
Tel : 07503 002948  
Email : bubbenhallpclerk@gmail.com

## Minutes of the meeting of Bubbenhall Parish Council Held on Tuesday 4<sup>th</sup> January 2022 at at Bubbenhall Village Hall at 7.30pm

Cllrs present :      Jan Lucas                      (Chair)  
                                 Samantha Baker      (Vice-Chair)  
                                 Bob Powell  
                                 Jim Cooper

In attendance :      Louise Baudet              (Locum Clerk)  
                                 1 resident

### 1/22 Apologies for absence

Due to Covid-19 pandemic, Parish Council followed Warwickshire Association of Local Councils' guidance to hold meeting with single Agenda items to set Precept and Budget with minimum number of Councillors to be quorate

Apologies for absence were received from Parish Cllrs Win Nwachukwu, Joanne Shattock and Stephen Cooper

RESOLVED :      unanimously, that the apologies for absence be received and accepted

Apologies were also noted from County Councillor Wallace Redford and District Councillors Pam Redford and Trevor Wright

### 2/22 Public participation

Standing Orders were suspended to allow for public participation. A member of the public had made written request to the Parish Council for a commemorative firework display to be held on the playing fields (open to public) on 29<sup>th</sup> March 2022

RESOLVED :      unanimously, that permission be granted subject to statutory risk assessment being undertaken and provided by organiser

### 3/22 Declarations of Interest

#### 3.1 Approval of Dispensation requests

Dispensations requests had been received from Cllrs Lucas, Baker and Cooper to vote on setting Precept and Budget

RESOLVED : that dispensation be granted to Cllrs Lucas, Baker and Cooper to vote in relation to setting budget and precept for the period 4<sup>th</sup> January 2022 to 3<sup>rd</sup> January 2023

### 3.2 Declaration of Interests

There were no interests declared on any other Agenda items.

Clarification was given by the Clerk regarding publishing of Declarations of Interest on the Parish Council website and recommended that a link be made to the Warwick District Council website, where Councillors Interests Forms should already be published. The Chair agreed to check WDC website and arrange link so ensure all Councillors Interests are published as required.

## 4/22 Finance

### 4.1 Bank reconciliation

The Clerk reported that she was bringing accounts up to date and recommended that due to documentation being missing and lack of clarity regarding tasks completed and procedures followed, that the Parish Council voluntarily obtain a report from an Internal Auditor

RESOLVED : unanimously, that the Parish Council appoint Eleanor Chowdry to undertake an internal audit.

### 4.2 Financial forecast to the end of the financial year 2021/22

The Clerk reported that she was in the process of bringing the accounts up to date, and observations indicated that expenditure and income appeared to be in line with the budget set for 2021/22. There did not appear to be any significant areas of under/over expenditure, however, there were a number of matters pertaining to the Council's payroll administration which needed addressing. It appeared that HMRC submissions had not been made by the Clerk and also the Council had not made holiday payments, meaning that statutory responsibilities had not been met. To rectify this and avoid future problems it was recommended to the Parish Council that the payroll function, including submissions to HMRC, be placed with Select Payroll who had quoted £10 per month, per employee (accepting that there may be some initial set up costs)

RESOLVED : unanimously, that Select Payroll be appointed to administer the Parish Council payroll function, including realtime submissions to HMRC

### 4.3 To receive and approve proposed Parish Council budget and Precept for 2022/23

The Chair reported that he had looked at the budget and proposed that the Precept request remain the same as the financial year 2021/22, that being £18,000 (Appendix A). As agreed at the December meeting a sum of £5000 would be allocated towards the cost of the playing fields

RESOLVED : that the Precept request be set at £18,000 for 2022/23

### 4.4 To approve Accounts for Payment, including retrospective authorisation for purchases

The Clerk reported she had not received and Invoices for payment

### 4.5 To approve Councillors to be added as signatories on Parish Council bank account (Lloyds)

Councillors discussed the difficulties with online banking with only two authorised people to make financial transactions, this currently being Chair and Clerk. It was noted however that all Councillors were authorised signatories on the cheque book, which ensured that payments could always be made.

## 5. Delegation of Powers

Due to possibility of face-to-face meetings being suspended due to Covid19 pandemic, it was

- RESOLVED : unanimously, that powers be delegated to the Chair and Clerk to authorise any accounts for payment, in particular to meet any statutory obligations or avoid fines
- RESOLVED : unanimously, that powers be delegated to the Chair and Clerk to submit any statutory returns or forms
- RESOLVED : that powers be delegated to the Chair and Clerk to take any action in relation to urgent matters that come to the attention of the Parish Council, including urgent planning matters

In respect of the latter resolution, the Chair reported that in accordance with the Councils instructions he had purchased a new laptop and software for the Clerk.

The Parish Council agreed that Cllr Shattock would attend the Warwick DC Planning meeting to address the planning application submitted for the Battery Factory planning application (W/21/1370). Cllr Shattock would summarise the main points she would be making in writing and circulate to Councillors beforehand ; the main point being a proposed development in green belt.

### 6/22 Date of next meeting

The Chair asked Councillors to forward any amendments to previous minutes to the Clerk. The next meeting of the Parish Council would be held on 22<sup>nd</sup> February 2022 at 7.30pm

### 7/22 Termination of meeting

The meeting closed at 8.30pm

Signed ..... (Chair)

Date .....

APPENDIX A

### Budget for Parish Council 2022/23

#### Admin

Clerks salary	£4032
HMRC PAYE	£1008
Office and IT	£500
Office costs	£250
Training	£500
Elections	£250
Insurance	£500
Subscriptions	£800
Chair's allowance	£50
Cllr reimbursements/expenses	£50
Sports equipment	£150

#### Grounds

Maint & materials	£1500
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Mowing	£2500
Safety Inspection	£250
Pest control	£300
Specialist services	£1000
Playground equipment	£1200
Playing fields	£5000

#### Community

Handyman	£1000
Newsletter printing	£150
Utilities	£156
Village Green/Spout maint	£1500
General maintenance	£500