

**Minutes of an Extraordinary Meeting of Berkswich Parish Council held on
Monday 22 May 2023 at 7.30 pm at Walton (Berkswich) Village Hall**

Present: Cllr Alan Taylor (Chair), Cllr Caroline Pearson (Vice Chair), Cllr Malcolm Millichap, Cllr Ann Millichap, Cllr Sue Francis, Cllr Tim Luker, Cllr Michael Norris, Cllr Beverley Hughes and Cllr Vicky Campbell.

In attendance: Mrs Sue Fullwood as Clerk.

Cllr Taylor welcomed everyone to the meeting.

1 Public session

No members of the public were in attendance.

- 23/58 Apologies for absence** – apologies were noted from Cllr Bob Gilson as he was away.
- 23/59 Declarations of Interest regarding items on the agenda** – none.
- 23/60 Insurance Provider** – Discussions were held regarding the three quotations received. **Resolved:** Cllr M Millichap proposed and Cllr Hughes seconded that If BHIB can provide £1m max personal accident cover, to accept their quote; if not, to accept the quote from Zurich insurance. Cover should be agreed for three years. Unanimously Agreed. **Action: Clerk**
- 23/61 Financial Risk Assessment** – **Resolved:** Cllr M Millichap proposed and Cllr Norris seconded that the Financial Risk Assessment should be accepted. Agreed unanimously.
- 23/62 Review SLCC Subscription** – The Clerk had not used SLCC or attended meetings and felt that a subscription was unnecessary. **Resolved:** Cllr Luker proposed and Cllr M Millichap seconded that the subscription should not be renewed in 2023.
- 23/63 Review Delegation Arrangements** – Cllr Taylor suggested various amendments to the document. **Resolved:** Delegation arrangements with suggested amendments were agreed unanimously. **Action: Clerk**

23/64 Financial Matters

i. Bank Reconciliation and expenditure for April 2023 – Resolved: Agreed unanimously.

Bank Reconciliation as at 30 April 2023

Receipts			
Company	Description	Amount	Date Received
National Grid	Wayleave payment	£44.01	01/04/2023
Stafford Borough Council	Coronation celebration grant	£300.00	03/04/2023
Staffordshire County Council	FiPL Grant for Walton Coppice	£10,910.75	05/04/2023
Stafford Borough Council	Apr - Sept Precept & CFA	£15,241.37	12/04/2023
Hampshire Trust Bank	Interest credited	£36.22	12/04/2023
Staffordshire County Council	Payment for extra grass cut Mar 23	£368.00	18/04/2023
Total Receipts		£26,900.35	

not in current account so not in cashbook

Payments						
Paid to	Description	Invoice date	Cheque #	Gross Incl. VAT	VAT	Net
Mrs Sue Fullwood	Clerk Salary & Expenses Apr	02/05/2023	756	£1,628.27	£0.00	£1,628.27
HMRC	Emper NI & Empee NI and tax contributions Apr	02/05/2023	757	£240.33	£0.00	£240.33
Staffs Pension Fund	Emper & Empee pension contributions Apr	02/05/2023	758	£458.15	£0.00	£458.15
Walton (Berkswich) Village Hall	Hall hire x 2 Mar 22	02/05/2023	759	£90.00	£0.00	£90.00
Total Payments				£2,416.75	£0.00	£2,416.75

Cashbook

Opening Balance at 01.04.2023	-3,950.54
Add:	
Receipts 01.04.2022 to 30.04.2022	26,864.13
Less	
Payments 01.04.2022 to 30.04.2022	2,416.75
Cashbook Balance at 30.04.2022	<u>20,496.84</u>

Current Account

Bank statement Balance at 01.04.2022	9,501.35
Less payments made	751, 753, 755
	1,987.62

Less: Unpresented Cheques	Chq No	Amount	
	729	£193.61	
	752	£ 10,886.26	
	754	£ 384.40	
	756	£1,628.27	
	757	£240.33	
	758	£458.15	
	759	£90.00	
			£13,881.02
Add: Receipts			£26,820.12
Add: Unpresented Receipts			£44.01
C/A balance carried forward 30.04.2022			£34,333.85
Available funds in C/A			<u>£20,496.84</u>

- ii. **Budget reports for April 2023 – Resolved:** unanimously approved.

Budget Report April 2023

RECEIPTS	Total	Budget	Outturn
Precept	13,872	27,745	-13,873
Council tax support grant	615	1,231	-615
SBC (Concurrent Function Allowance)	754	1,507	-754
SCC Minor Highways Agreement	368	2,200	-1,832
Interest Stafford Railway BS A/c	0	250	-250
Interest Teachers A/c	0	200	-200
Interest Hampshire Trust	36	75	-39
Transfer from Reserves	0	0	0
Grants	11,211	0	11,211
Misc. Receipts (e.g. VAT reclaim & wayleave)	44	45	-1
Total income	£26,900	£33,253	-£ 6,352

PAYMENTS	Total	Budget	Outturn
Staff costs	3,128	15,050	11922
Office costs	415	3,492	3077
Maintenance costs	-	11,400	11400
Additional maintenance	-	600	600
Play Area	-	590	590
Capital purchases	-	-	0
Community support	-	1,565	1565
Projects	-	700	700
Total Expenditure	£ 3,542	£33,397	£ 29,855

- iii. **Signatories for current and short-term investment accounts – Resolved:** All former councillors to be removed as signatories. Virgin Money current account – Cllr Hughes and Cllr Campbell to be added; Hampshire Trust – Cllr Norris to be added; Teachers Building Society – Cllr Pearson, Cllr Luker and Cllr Norris to be added; Stafford Railway Building Society - Cllr Hughes to be added. **Action: Clerk**

23/65 Agenda items for the next meeting

The next Berkswich Parish Council Meeting would take place on Tuesday 6 June 2023 at 7.30 pm at Walton (Berkswich) Village Hall. The following agenda items were agreed: Walton Garage; Kitlings Lane; The Chicken Run Maintenance; Summer Event; Dignity at Work Policy; Parish Fete; Annual Governance & Accountability Review.

Meeting closed at 7.45 pm.