

A INKPEN PARISH COUNCIL

A meeting of the Inkpen Parish Council Meeting was held on Tuesday 27th June 2023 at 7.30pm at the Inkpen pavilion

Those attending the meeting were: Councillor Bates (Chairman), Councillors Cox, Lester. Corne and Dr Thomas. Also attending were: Ward Councillor Dennis Benneyworth and Councillor Tony Vickers.

1. Apologies: Councillor Durham was unable to attend the meeting.

2. Minutes of the previous meeting – the draft minutes of the meeting held on Thursday 18th May 2023 were approved as a true record.

3. Declaration of Interest: None recorded

3.1 The following declaration is made on all minutes for clarification.

Inkpen Parish Council is the Corporate & Custodian Trustee of the Memorial Playing Field Trust and registered with the Charity Commission as the Corporate and Custodian Trustee. Trust meetings and funds are held separately as required by the Charity Commission and confirmed annually to the External Auditors.

As confirmed by the Charity Commission: “The Charity is simply managed and administered by the Council and is not a public sector organisation and not subject to the Freedom of Information Act.” All information about the Charity can be viewed on the Charity Commission website.

4. Matters Arising: None recorded.

5. To approve the Annual Governance & Accountability Return 2022/2023

5.1 AGAR papers were distributed to Councillors at the meeting detailing the Annual Return for the year ended 31st March 2023. The Accounts for the Parish Council had been examined by the external examiner/accountant, Keith Evans: the cash book, the receipts and payments file; the Parish Council minutes; the cheque book for two signatures, the NatWest Bank statements. The examiner had raised no concerns.

5.2 The Clerk reported to Councillors on each page of the AGAR

a. Certificate of Exemption – this was below the threshold of £25k and was exempt from limited assurance following certification from the external auditor. Approved and signed by the Chairman & RFO.

b. Internal Audit Report – signed by internal audit Keith Evans. Approved at the meeting.

c. Governance Statement – Approved and signed by the Chairman and RFO

d. Accounting Statement 2022/2023 – Approved and signed by the Chairman and RFO-

e. To consider any comments by the Internal Audit Report – None raised at internal audit.

f. Approved by the meeting – RFO & Chairman – wet signatures recorded.

6. Vacancy for Councillor– to record the closing date for display of 28th June 2023

The Clerk reported that the vacancy had been advertised on the website, Facebook and the village notice boards. The details of the vacancy had been inserted in the village bulletin, which was distributed to every household in Inkpen. West Berkshire Council had advised the Clerk that some 37 residents had requested an election to fill the vacancy. Expressions of interest would be followed up in due course.

7. Grass Maintenance – Lower Green – item deferred to the next meeting.

8. Inkpen Conservation Area Appraisal, and oak tree survey – inkpenhistory.uk

8.1 This item was deferred to the next meeting.

9. To approve the Expenditure & Financial Statement & Expenditure 2023/2024

9.1 A financial statement to 30th May 2023 was tabled at the meeting, showing the income and expenditure since the last meeting and the committed expenditure that was ringfenced as it arose from grant funding. A reserve fund is held for anticipated future maintenance requirements. No queries were raised.

9.2 The Statement was approved. Expenditure agreed and approved.

9.3 Expenditure since the last statement:

HALC for copies of the Good Councillor |Guide - £27.50; HALC annual sub - £193.29; Small Offset Printing - £52; clerk remuneration - £434.44; Self Accounting Services – payroll - £36; WBC Ground Maintenance – collection from bins at the pavilion - £107.41.

9.4 Noted that a Grant payment is expected for the History Group towards the conservation appraisal.

9.5 The Clerk proposed to add two signatories to the Bank Account at NatWest – both Councillor Bates and Councillor Cox. This was approved and the NatWest Bank will be advised following the approval of the draft minutes at the next meeting.

The Date of the Next Meeting will be the on **Wednesday 26th July 2023** if Councillors are available.

Meeting closed at 20.30 hrs.

Ward Members joined the Parish Council to exchange district views.

Action: to invite the Head of Planning to the next Parish Council meeting depending on availability.

Signed:.....Date:
