

ENGLISHCOMBE PARISH COUNCIL

Serving Barrow, Englishcombe, Haycombe, Inglesbatch, Kilkenny & Nailwell.

Tuesday 10th September 2024

Dear **CLlr Will Pow, Cllr Robert Law, Cllr Tom Try, Cllr Anne Corlett, Cllr Nick Spicer,
Cllr Lucie Scurlock and Cllr Mycroft Croisdale-Appleby.**

You are summoned to attend the Meeting of Englishcombe Parish Council on Wednesday 18th September 2024 at 7:30pm at The Old Schoolhouse, Englishcombe and the agenda is provided below.

Yours sincerely,



Jack Turner BA.Hons. Cert.CILCA.
Locum Parish Clerk and RFO.

AGENDA

18-09-2024-01	To receive questions from the members of the public present.	<i>To note questions.</i>
18-09-2024-02	To receive any apologies for absence.	<i>To note apologies.</i>
18-09-2024-03	To consider and approve any dispensations for this meeting.	<i>Vote to approve.</i>
18-09-2024-04	To approve the minutes of the meeting of Englishcombe Parish Council held on Wednesday 10 th April 2024.	<i>Vote to approve accuracy.</i>
18-09-2024-05	To approve the minuted of the Annual Parish Council Meeting of Englishcombe Parish Council held on Monday 13 th May 2024.	<i>Vote to approve accuracy.</i>
18-09-2024-06	To approve the minutes of the meeting of Englishcombe Parish Council held on Tuesday 9 th July 2024.	<i>Vote to approve accuracy.</i>
18-09-2024-07	To note the appointment of a Locum Parish Clerk and RFO:	
07.1	To appoint the Locum Parish Clerk/RFO on a 5 hours a week basis at £25p/h.	<i>To note appointment.</i>
07.2	To consider any extra allocation of funding for additional hours.	<i>Vote to approve.</i>
18-09-2024-08	To consider and approve annual accounts and annual procedures:	<i>To note and vote to approve.</i>
08.1	To note the Internal Auditor's report section of the AGAR 2023/2024.	
08.2	To approve the Certificate of Exemption from External Audit.	
08.3	To receive and approve the Annual Governance Statement 2023/2024.	
08.4	To receive and approve the Accounting Statements for 2023/2024 and to receive the explanations of variances.	
08.5	To note the period of public rights and publication of the Annual Governance and Accountability return.	
08.6	To confirm that there are no conflicts of interest with BDO.	

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<p>18-09-2024-09</p> <p>09.1</p> <p>09.2</p> <p>09.3</p> <p>09.4</p> <p>09.5</p> <p>09.6</p> <p>09.7</p> <p>09.8</p>	<p>Englishcombe Parish Council Finance:</p> <p>To approve the expenditure report for September 2024.</p> <p>To note the cashbook for the period 1st April 2024 – 31st August 2024.</p> <p>To note the bank reconciliation and bank statements for 1st April 2024 – 31st August 2024.</p> <p>To receive an update on the reclamation of VAT.</p> <p>To receive an update on the transfer from HSBC to Unity Trust Bank.</p> <p>To consider any ideas from members to inform the budget setting process for 2025/2026.</p> <p>To consider earmarking any financial reserves.</p> <p>To note the Parish Council’s asset register.</p>	<p><i>To note and vote to approve.</i></p>
<p>18-09-2024-10</p>	<p>To consider any planning applications received.</p>	<p><i>Vote on outcome.</i></p>
<p>18-09-2024-11</p>	<p>To receive the Internal Audit Report for the Financial Year ending 31st March 2024, noting the action plan for implementation.</p>	<p><i>To note the report and actions.</i></p>
<p>18-09-2024-12</p> <p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p> <p>12.5</p> <p>12.6</p> <p>12.7</p> <p>12.8</p> <p>12.9</p> <p>12.10</p> <p>12.11</p> <p>12.12</p> <p>12.13</p> <p>12.14</p> <p>12.15</p> <p>12.16</p> <p>12.17</p>	<p>To consider and adopt the following policies and procedures:</p> <p>Standing Orders.</p> <p>Financial Regulations.</p> <p>Equality and Diversity Policy.</p> <p>Safeguarding Children and Young People and Vulnerable Adults Policy.</p> <p>Code of Conduct for Members.</p> <p>NALC Model Grievance Policy.</p> <p>NALC Model Disciplinary Policy.</p> <p>Risk Register.</p> <p>Risk Management Strategy.</p> <p>Publication Scheme.</p> <p>Freedom of Information Policy.</p> <p>GDPR and Privacy Policy.</p> <p>Health and Safety Policy.</p> <p>Complaints Policy.</p> <p>Reserves Policy.</p> <p>Planning Applications Procedure.</p> <p>Scheme of Delegation.</p>	<p><i>To approve all policies and procedures.</i></p>
<p>18-09-2024-13</p> <p>13.1</p> <p>13.2</p> <p>13.3</p> <p>13.4</p> <p>13.5</p> <p>13.6</p>	<p>Annual Procedures:</p> <p>To carry out the Annual Review of Arrangements with other local authorities, not-for-profit bodies and businesses.</p> <p>To confirm that Englishcombe Parish Council do not meet the criteria to be eligible for the General Power of Competence.</p> <p>To confirm insurance arrangements for the 2024/2025 Financial Year.</p> <p>To appoint four Councillors as Cheque Signatories for the 2024/2025 Financial Year.</p> <p>To appoint two Councillors to independently verify the monthly bank reconciliation for the 2024/2025 financial year.</p> <p>To note the appointment of Robert Law to the following outside bodies: <i>Avon Local Council Association Representative.</i></p>	<p><i>To note and Vote to approve.</i></p>

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	<i>Bath Preservation Trust Rural Areas Meetings. South of Bath Alliance (Sulis Down). BATHNES Parish Councils meetings</i>	
18-09-2024-14	To consider the proposal on a new Parish Council website along with email addresses for the Clerk and all Parish Councillors.	<i>Vote to approve.</i>
18-09-2024-15	To receive updates from members on ongoing Parish matters:	<i>To note all reports.</i>
15.1	Bath and North East Somerset Councillor Report.	
15.2	Parish Council Chairman's Report.	
15.3	Rural Public Transport and Roads.	
15.4	Little Padleigh Hull Hedge Trim and Passing Bays	
15.5	Parking Triangle	
15.6	Parish Website and Communications	
15.7	Installation of Defibrillators and First Aid Courses.	
18-09-2024-16	To consider the report of Millstream, Orchard and Wheelwrights sub-committee.	<i>To note.</i>
18-09-2024-17	Reports from BANES Councillors and Chairman	<i>To note.</i>
18-09-2024-18	To set the dates for the meetings of Englishcombe Parish Council for 2024 and up until May 2025.	<i>Vote to approve.</i>