

# WESTON BEGGARD PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council,  
Held at Yarkhill Village Hall  
On Monday 22<sup>nd</sup> May 2023  
At 7.00pm

**Present:** Councillors: Keith Bayliss (Chairman), John Young and Keith Lawrence.

**In attendance:** Emma Thomas – Parish Clerk  
Ward Councillor Jonathan Lester

**Public:** 0

**1. To elect the Chairman of the Council and to receive Chairman's signature on the Declaration of Acceptance of Office form.**  
It was RESOLVED that Cllr Keith Bayliss would be Chair for the coming year and he signed his Acceptance of Office Form

**2. To elect the Vice-Chairman of the Council**  
It was RESOLVED that Cllr John Young should be Vice-Chair for the coming year.

**3. To receive and accept apologies for absence**  
None

**4. To receive any declarations of interest or written applications for dispensation from Councillors on agenda items**  
None

## 5. Councillor Forms

**5.1 To receive signed Declaration of Acceptance of Office forms from Cllrs**  
The clerk CONFIRMED that she had received all Declaration of Acceptance of Office forms prior to the meeting starting, with the exception of Cllr Clare Fenton. It was AGREED that the clerk would arrange the signing of this as soon as possible.

**5.2 To remind councillors to submit their Register of interests form to Herefordshire Council.**  
Cllrs were REMINDED to submit their Register of Interest forms and Election Expenses forms to Herefordshire Council within 28 days from the date of the election.

**6. To agree and sign the minutes of the Parish Council meeting held on 13<sup>th</sup> February and 13<sup>th</sup> March 2023**  
The minutes were APPROVED and duly signed by the Chair.

**7. Public Question Time**  
None

## 8. Reports

### 8.1 Ward Cllrs report & Q & A time

The Ward Cllrs report included the following items:

- He is now leader of Herefordshire Council and will forming his cabinet shortly.
- He will be looking at the state of the rural roads and putting the bypass back on the agenda as a matter of priority.

**9. To note the attendance record of councillors at meetings during 2022-23**  
NOTED

## 10. To review WBPC policies and (re)adopt as necessary

- 10.1 Standing Orders – Appendix 1
- 10.2 Code of Conduct – Appendix 2
- 10.3 Financial Regulations – Appendix 3
- 10.4 Donations/Grants policy – Appendix 4
- 10.5 Risk Schedule Assessment and Finance Controls – Appendix 5a and 5b
- 10.6 Risk Management Policy – Appendix 6
- 10.7 Publication Scheme – Appendix 7
- 10.8 Complaints Procedure – Appendix 8
- 10.9 Asset Register – Appendix 9
- 10.10 Media and Press Policy – Appendix 10
- 10.11 Equality Policy – Appendix 11
- 10.12 Bullying and Harassment Policy – Appendix 12
- 10.13 Policy for dealing with planning applications between meetings – Appendix 13
- 10.14 Discipline and Grievance Policy – Appendix 14
- 10.15 Health and Safety Policy – Appendix 15
- 10.16 Training and Development Policy – Appendix 16
- 10.17 Unacceptable Behaviour Policy – Appendix 17
- 10.18 Urgent business between meetings policy – Appendix 18
- 10.19 Data Protection Policy, General Privacy Notice, Staff Privacy Notice, Subject Access Request Form, Security Incident Procedure, Retention Schedule and Privacy Consent Form – Appendix 19 and 19a – 19f
- 10.20 Reserves Policy – Appendix 20

It was RESOLVED to re-adopt all of the above policies not in bold as no changes had been made and they are still relevant to the workings of the PC.

The updated Financial Regulation were CONSIDERED. It was RESOLVED to adopt them – allowing the clerk delegated authority to make payments between meetings, if necessary, up to £750.

The asset register was AGREED to be an accurate reflection of the assets owned by the PC and was APPROVED

The Risk Schedule was CONSIDERED and AGREED to be a comprehensive list of the risks faced by the Parish Council. It was RESOLVED that mitigations were adequately in place to reduce the risks. The schedule was APPROVED and re-adopted.

**10.21 To consider agreement to continue to comply with the transparency code**

It was RESOLVED to continue to comply with the code.

**10.22 To confirm eligibility to act under the General Power of Competence**

It was CONFIRMED that the Council is eligible to act under The General Power of Competence and was RESOLVED to do so.

**10.23 To remind councillors of the self-disqualification law**

Cllrs were REMINDED of the requirement to attend at least one meeting every six months to remain as a Cllr.

**11. Finance**

**11.1 To note the End of Year Finance report and bank balances – Appendix 21**

NOTED

**11.2 To note the May Finance Report and Bank Balances – Appendix 22**

NOTED and signed as evidence of budget monitoring and bank reconciliation

**11.3 To consider and approve the internal audit report 2022-23 – Appendix 23**

The report was considered and APPROVED

**11.4 To consider and approve the Annual Governance Statement – Appendix 24**

The Annual Governance Statements were considered and APPROVED. They were SIGNED by the Chair and the clerk.

**11.5 To consider and approve the Annual Return Accounting Statements – Appendix 25**

The Accounting Statements were considered, APPROVED and signed by the Chair

**11.6 To consider eligibility for external audit exemption and sign the certificate – Appendix 26**

It was AGREED that the Council were eligible to claim exemption from an external audit and the Certificate of Exemption was SIGNED by the Chair and the Responsible Financial Officer.

**11.7 To review the council's insurance policy and decide upon any amendments required.**

The insurance policy was REVIEWED and AGREED to be adequate for the coming year.

**11.8 To consider the internal auditor for 2023-24**

It was AGREED that Mr Philip Brough would continue as Internal Auditor for the Council for the coming year. He was thanked for his hard work with this.

**11.9 To consider continuing to use the "payments and receipts" accounting method for 2023-24**

It was RESOLVED to continue to use the receipts and payments accounting method for the coming year.

**11.10 To note the VAT return for 2023-24**

The VAT claim for £100.73 was NOTED and having been submitted and already repaid.

**11.11 To consider continuing making all payments by BACS**

It was RESOLVED to make all payments by BACS

**11.12 To confirm the clerk's delegated authority to make payments between meeting as necessary**

As RESOLVED under item 10, it was NOTED that the clerk has delegated authority to make payments up to £750 between meetings if required.

**11.13 To consider the following invoices for payment:**

11.13.1 – Clerk's Salary

11.13.2 – Clerk's expenses £70.98 previously circulated

The above invoices were APPROVED for payment by BACS

**11.14 To note payments made between meetings under Clerk's delegated authority**

11.14.1 - Currys – laptop - £329.00 – agreed via email.

11.14.2 – Amazon – Microsoft Office Software £106.86

The above payments were NOTED

**12. Highways and footpaths**

**12.1 To consider work to be undertaken on the parish footpaths**

None

**12.2 To consider road issues for reporting to Balfour Beatty**

None

**13. Community Matters**

**13.1 – To consider an update on replacing the bus stop at the bottom of Shucknall Hill and next steps**

It was REPORTED that sponsorship of the shelter had not been forthcoming. It was AGREED that the clerk would put a notice on the board asking parishioners to let her know if they wished the shelter to be removed or remain in situ as is.

**14. Correspondence**

None

**15. To consider items for the next meeting – No discussion**

None

**16. To note the date of next meeting – 25<sup>th</sup> September 2023**

NOTED

The meeting closed at 19.00

Signed: \_\_\_\_\_



Dated: 25<sup>th</sup> September 2023