

AVENBURY PARISH COUNCIL**Minutes of a meeting held on Tuesday 16th January 2024
at 7pm in The Public Hall, Bromyard**

Members Present: Cllrs Gill Churchill (Chairman), Yvonne Berry, Ian Jones, George Churchill, and Mark Berry.

In Attendance: Jennifer Eva (Parish Clerk)

1. To receive, consider and approve apologies for absence.

Apologies for absence were received from Ward Cllr. Chowns (another meeting).

2. Declarations of interest and written requests for dispensations

None.

3. To receive and approve the minutes of the last meeting held on 28th November 2023.

It was RESOLVED to approve and sign the Minutes of the last meeting.

4. Public participation

1. Ward Councillors Report – unavailable.
2. Questions from residents on parish matters – none.
3. Safer Neighbourhoods Team – PCSO unavailable.

5. Planning – to comment on applications for determination by Herefordshire Council.

P233780/FH – Chelston, Munderfield, Bromyard, HR7 4JU

Proposed ground floor extension.

It was RESOLVED to SUPPORT this application.

6. Finance Report

1. To consider the following invoices for online or cheque payment.

Reference	Payee	Amount £	VAT	Goods/Service
13147	Autela	48.32	9.66	Q3 payroll
Q3	HMRC	174.20	-	PAYE
9421	J D Poyner	430.00	86.00	Ground maintenance
Dec & Jan	J Eva	-	-	Clerk salary

It was RESOLVED to approve the above invoices for payment.

2. To consider a budget monitoring report; receipts received, confirmation of bank balances, and bank reconciliation to 16th January 2024.

Members considered the budget monitoring report in detail which included the spend against budget, latest bank reconciliation and account balances. (Appendix 1 refers)

7. Herefordshire Association of Local Councils (HALC)

Members considered whether to renew the annual subscription to HALC & NALC for 2024/25.

It was RESOLVED to renew the Council's subscription at a cost of £445.76.

Signature/Initial

8. **Budget 2024/25** - *to consider and approve the budget for 2024/25.*
It was **RESOLVED** to approve the budget. (Appendix 2 refers)

9. **Precept 2024/25** - *to approve the Precept for 2024/25.*
It was **RESOLVED** to increase the Precept from £6,000 to £6,850 in 2024/25.

10. Items for Information

- Public Realm Round Up – December
- HALC Info Corner – December (inc. info on D-Day 80 & Parish Footpath Officer)
- Plant Protection Regs 2020 – email from H&S Manager at HC

It was **RESOLVED** to note the above information.

11. **Correspondence** – *to note any correspondence received.*
None.

12. Items for the next Agenda

Members to contact the Clerk if they have anything extra to add to the agenda.

13. To confirm meeting dates for 2024, as below.

- 19th March
- 21st May
- 16th July
- 17th September
- 19th November
- 10th December (budget)

It was **RESOLVED** to confirm the schedule of meetings, as above, for 2024.

14. Clerks Salary – National Salary Award 2023-24

Members were circulated with the National Association of Local Councils (NALC) briefing document E01-23 | 2023-24, dated 06 November 2023. The Parish Council is notified that The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2023-24, to be implemented from 1 April 2023.

It was **RESOLVED** to accept that the new pay scales (contractual obligations) will be implemented in the March 2024 payroll and retrospectively applied from 1st April 2023.

With no further business, the meeting closed at 7.45pm.

Signed Dated

Signature/Initial

Appendix 1 Finance Report

Spend against budget

Budget 2023/24	YTD 2023/24	Estimated projection to	INCOME
£260.00	£0.00	£424.00	HMRC VTR
	£41.00	£50.00	Bank interest
£6,450.00	£6,450.00	£6,450.00	Precept
£6,710.00	£6,491.00	£6,924.00	Total Income
Budget 2023/24	YTD 2023/24	Estimated projection to	EXPENDITURE
£3,200.00	£2,312.93	£3,480.00	Salary (inc. PAYE)
£0.00	£0.00	£0.00	Clerk Expenses
£0.00	£0.00	£0.00	Clerk's home working allowance
£50.00	£0.00	£56.99	Website Expenses
£180.00	£48.32	£200.00	Payroll Services
£340.00	£411.94	£411.94	Insurance
£370.00	£0.00	£430.00	Lengthsman
£200.00	£220.00	£220.00	Audit fees
£300.00	£0.00	£372.00	Subscriptions
£0.00	£0.00	£0.00	Training
£50.00	£23.00	£40.00	General Admin
£200.00	£0.00	£145.16	Election Expenses
£100.00	£0.00	£0.00	Council Assets
£0.00	£0.00	£0.00	Meeting room hire
£200.00	£0.00	£0.00	Contingency / Other
£0.00	£0.00	£0.00	Legal Fees
£170.00	£75.25	£255.00	VAT Paid
£0.00	£0.00	£0.00	Speed Indicator Device
£0.00	£0.00	£0.00	Traffic Regulation Order (to use reserves if required)
£5,360.00	£3,091.44	£5,611.09	Total Expenditure

Bank reconciliation 21.11.2023 to 16.01.2024

Bank Reconciliation 21.11.2023 to 16.01.2024			
	Current Account	Reserves Account	TOTAL
Opening balance	£3,907.05	£4,174.53	£8,081.58
(+) Receipts	£6,450.00	£41.00	£6,491.00
TOTAL	£10,357.05	£4,215.53	£14,572.58
(-) Payments	£3,061.44	£0.00	£3,061.44
Balance	£7,295.61	£4,215.53	£11,511.14
	27.12.2023	29.12.2024	TOTAL
Bank Statement	£7,265.61	£4,215.53	£11,481.14
o/s cheques			
	£0.00		
	£7,265.61	£4,215.53	£11,481.14

Income received YTD

DATE	PRECEPT	BANK INTEREST	TOTAL
19.04.2023	£3,225.00		
29.04.2023		£3.26	
31.05.2023		£4.06	
30.06.2023		£3.95	
31.07.2023		£4.71	
31.08.2023		£4.99	
19.09.2023	£3,225.00		
29.09.2023		£4.83	
31.10.2023		£5.34	
30.11.2023		£5.01	
29.12.2023		£4.85	
	£6,450.00	£41.00	£6,491.00

Signature/Initial

Appendix 2 Draft budget 2024/25

Budget 2023/24	YTD 2023/24	Projection to EOY	Draft Budget 2024/25	INCOME
£260.00	£0.00	£424.00	£150.00	HMRC VTR
	£41.00	£50.00	£40.00	Bank interest
£6,450.00	£6,450.00	£6,450.00	£6,850.00	Precept
£6,710.00	£6,491.00	£6,924.00	£7,040.00	Total Income
				PAYMENTS
£3,200.00	£2,312.93	£3,480.00	£3,750.00	Salary (inc. PAYE)
£0.00	£0.00	£0.00	£0.00	Clerk Expenses
£0.00	£0.00	£0.00	£0.00	Clerk's home working allowance
£50.00	£0.00	£56.99	£100.00	Website Expenses
£180.00	£48.32	£200.00	£200.00	Payroll Services
£340.00	£411.94	£411.94	£450.00	Insurance
£370.00	£0.00	£430.00	£450.00	Lengthsman
£200.00	£220.00	£220.00	£230.00	Audit fees
£300.00	£0.00	£372.00	£380.00	Subscriptions
£0.00	£0.00	£0.00	£50.00	Training
£50.00	£23.00	£40.00	£40.00	General Admin
£200.00	£0.00	£145.16	£0.00	Election Expenses
£100.00	£0.00	£0.00	£100.00	Council Assets
£0.00	£0.00	£0.00	£0.00	Meeting room hire
£200.00	£0.00	£0.00	£200.00	Contingency / Other
£0.00	£0.00	£0.00	£0.00	Legal Fees
£170.00	£75.25	£255.00	£400.00	VAT on payments
£0.00	£0.00	£0.00	£500.00	Community Defibrillator (ringfence & top up annually
£0.00	£0.00	£0.00	£0.00	Traffic Regulation Order (TRO being pursued by HC
£5,360.00	£3,091.44	£5,611.09	£6,850.00	Total Expenditure

Signature/Initial