

## BUERTON PARISH COUNCIL

18<sup>th</sup> May 2023

Email: [buertonclerk@hotmail.co.uk](mailto:buertonclerk@hotmail.co.uk)

Website: [www.audlem.org](http://www.audlem.org)

11<sup>th</sup> May 2023

To the Members of Buerton Parish Council

Dear Councillor,

You are hereby summoned to attend the ordinary meeting of Buerton Parish Council to be held on **Thursday, 18<sup>th</sup> May 2023 at 7.15 pm at Hankelow Church Hall**, 11 Old School Lane, Hankelow, Crewe, CW3 0JN, when the undermentioned business is to be transacted.

Yours faithfully

**M Clough**

Mrs M Clough  
Parish Clerk and Responsible Financial Officer

### AGENDA

**1. APPOINTMENT OF CHAIR**

To appoint the Chair of Buerton Parish Council Business for the 2023/2024 Municipal Year

**2. APPOINTMENT OF DEPUTY CHAIR**

To appoint the Chair of Buerton Parish Council Business for the 2023/2024 Municipal Year

**3. ELECTION OF COUNCILLORS**

To note the appointment of Councillors to Buerton Parish Council

**4. APOLOGIES FOR ABSENCE**

To receive any apologies for absence from Members of the Parish Council

**5. DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members of the Parish Council

**6. MINUTES**

The Minutes of the proceedings of the Meeting of the Parish Council held on 6th April 2023 be approved as a correct record and signed by the Chair of the Parish Council (or other person presiding). Minutes attached.

**7. PUBLIC FORUM**

To consider any questions raised by Members of the Public

**8. INTERNAL AUDITOR REPORT**

To receive the Internal Auditor Report for 2022-2023 and to consider the recommendations made therein. Report enclosed.

## 9. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23

### a. Section 1 – Annual Governance Statement

To approve the enclosed completed Annual Governance Statement (page 5 of 6) and the Chair and Clerk to sign.

### b. Section 2 – Accounting Statements

To approve the enclosed completed Accounting Statements (page 6 of 6) and the Chair and Clerk to sign.

## 10. FINANCES AND BUDGET 2023-2024

To note the following payments/receipts made in April 2023, and the balance available in the Cash Book as at 30<sup>th</sup> April 2023:

Budget Head	Total	BUDGET ALLOCATED	DIFFERENCE
Salary	£236.80	£2,850.00	8.31%
Administration including Payroll	£0.00	£600.00	0.00%
Training	£0.00	£100.00	0.00%
Expenses	£19.00	£100.00	19.00%
Internal Audit	£120.00	£100.00	120.00%
Insurance	£0.00	£530.00	0.00%
Room Hire	£0.00	£180.00	0.00%
Audlem OnLine	£0.00	£115.00	0.00%
Field Caretaker	£180.00	£1,100.00	16.36%
Field Maintenance	£0.00	£3,760.00	0.00%
Annual Playground Inspection	£0.00	£175.00	0.00%
Asset Inspection	£0.00	£50.00	0.00%
Subscriptions	£161.32	£173.00	93.25%
Donations	£0.00	£375.00	0.00%
Coronation Crown	£95.00	£100.00	95.00%
Flowers	£0.00	£200.00	0.00%
Proposed Projects	£180.00	£2,500.00	7.20%
	£992.12	£13,008.00	

<b>Bank Reconciliation 30 APRIL 2023</b>		
<b>BUERTON PARISH COUNCIL</b>		
<b>Financial year ending 31 March 2024</b>		
Prepared by: Muna Clough, Parish Clerk & RFO		
	£	£
Balance per bank statements as at 30 April 2023		
Current Account		<b>£14,124.45</b>
Less: any unrepresented cheques		£0.00
Add: any unbanked cash	£0.00	
<b>Net bank balances as at 30 April 2023</b>		<b>£14,124.45</b>

<b>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows</b>		
<b>CASH BOOK</b>		
Main @ 01.04.2023		£12,332.47
Opening Balance		
Add: Receipts in the year	£2,784.10	
Less: Payments in the year	£992.12	
<b>Closing balance per cash book [receipts and payments book] must equal net bank balances above</b>		<b>£14,124.45</b>

#### **11. PARISH COUNCIL POLICIES**

To approve the following policies/documents (copies enclosed):

- (i) Councillor Code of Conduct
- (ii) Small Grant Policy and Application Form
- (iii) Hire/Use of Buerton Playing Field Terms and Conditions and associated Booking Form

#### **12. PLANNING APPLICATIONS**

Councillor Baddley to provide a verbal planning update on:

- (i) New Planning Applications
- (ii) Ongoing Planning Applications

#### **13. RISK ASSESSMENT REPORT OF CHILDREN'S PLAYGROUND**

To consider and discuss the Risk Assessment Report for Buerton Parish Council's Children's Playground. Report enclosed.

#### **14. CHAIR'S REPORT**

The Chair to discuss Fund Raising ideas

#### **15. FEEDBACK FROM ADDITIONAL PARISH MEETINGS**

To receive verbal reports from Parish Councillors relating to any additional Parish Meetings attended.

#### **16. CALENDAR OF MEETINGS**

To review the previously agreed calendar of meetings for the 2023-2024 Municipal Year, as follows:-

Thursday, 3<sup>rd</sup> August 2023  
Thursday, 5<sup>th</sup> October 2023  
Thursday, 7<sup>th</sup> December 2023  
Thursday, 1<sup>st</sup> February 2024  
Thursday, 4<sup>th</sup> April 2024

#### **17. ITEMS FOR NEXT AGENDA**

To consider items for discussion at the next meeting

#### **18. URGENT ITEMS**

To consider any other items which the Chair (or other person presiding) is of the opinion shall be dealt with as a matter of urgency.