

## BUERTON PARISH COUNCIL

1<sup>st</sup> February 2024

Email: [buertonclerk@hotmail.co.uk](mailto:buertonclerk@hotmail.co.uk)  
Website: [www.audlem.org](http://www.audlem.org)

25<sup>th</sup> January 2024

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, 1<sup>st</sup> February 2024 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. APOLOGIES FOR ABSENCE**

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

**2. DECLARATIONS OF INTEREST**

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

**3. MINUTES**

The Minutes of the proceedings of the Meeting of the Parish Council held on 16<sup>th</sup> November 2023 be approved as a correct record and signed by the Chair of the Parish Council (or other person presiding). Minutes attached.

**4. PUBLIC FORUM**

To consider any questions raised by Members of the Public.

**5. ASSET REGISTER 2024-2025**

To approve the 2024-2025 Asset Register. (Asset Register circulated)

**6. RISK ASSESSMENT 2024-2025**

To approve the 2024-2025 Risk Assessment. (Risk Assessment circulated)

**7. BUERTON PARISH COUNCIL PUBLICATION SCHEME**

To approve the attached Publication Scheme.

**8. HIRE OF BUERTON PLAYING FIELD**

To consider the introduction of a charge for the hire of Buerton Playing Field.

**9. FOOTPATH**

To receive an update from Councillor Black on Footpaths 7, 21 and 21A.

## 10. FINANCES AND BUDGET 2023-2024

- (i) To note that at the 23rd January 2024, the budget expenditure for 2023-2024 was as follows (including the January 2024 salary/HMRC payments):

Budget Head	Total	BUDGET ALLOCATED	DIFFERENCE
Salary	£2,568.00	£2,850.00	90.11%
Administration including Payroll	£461.11	£600.00	76.85%
Training	£205.00	£100.00	205.00%
Expenses	£249.74	£300.00	83.25%
Internal Audit	£120.00	£100.00	120.00%
Insurance	£546.42	£530.00	103.10%
Room Hire	£235.00	£180.00	130.56%
Audlem OnLine	£115.20	£115.00	100.17%
Field Caretaker	£910.00	£1,100.00	82.73%
Field Maintenance	£1,830.00	£3,760.00	48.67%
Annual Playground Inspection	£162.00	£175.00	92.57%
Asset Inspection	£0.00	£50.00	0.00%
Subscriptions	£161.32	£173.00	93.25%
Donations	£0.00	£175.00	0.00%
Coronation Crown	£95.00	£100.00	95.00%
Flowers	£131.81	£200.00	65.91%
Proposed Projects	£1,124.78	£2,500.00	44.99%
	£8,915.38	£13,008.00	

- (ii) To note that to the 23rd January 2024, the bank reconciliation is as follows (including the salary/HMRC payments for January 2024):

<b>Bank Reconciliation 23rd January 2024</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 23rd January 2024		
Current Account		<b>£13,923.31</b>
<b>Net bank balances as at 23rd January 2024</b>		<b>£13,923.31</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	£10,506.22	
Less: Payments in the year	£8,915.38	
<b>Closing balance per cash book [receipts and payments book] must equal net bank balances above</b>		<b>£13,923.31</b>

- (iii) To approve the opening of an account with Unity Bank, noting that the annual management fee is £72.00 (£6 per month) and to name two signatories for the account (in addition to the Clerk).

**11. PLANNING APPLICATIONS**

Councillor Black to provide an update on:

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

**12. CHAIR'S REPORT**

The Chair to report on the following matters pertaining to the Parish:-

**(i) Dedicated Parish Council Website**

To discuss quotations received and agree next steps.

**(ii) Small Gambling Licence**

**(iii) Playground Risk Assessment**

To agree arrangements for the Annual Risk Assessment

**(iv) Buerton Events Committee**

To review the dates requested for Events in 2024.

**13. FEEDBACK FROM ADDITIONAL PARISH MEETINGS**

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

- Buerton Parish Council Working Party
- Burial Board

**14. ITEMS FOR NEXT AGENDA**

To consider items for discussion at the next meeting

**15. DATE OF NEXT MEETING**

To confirm the date of the next meeting on Thursday, 4<sup>th</sup> April 2023 at 7.15 pm at Hankelow Church Hall, 11 Old School Lane, Hankelow, Crewe, CW3 0JN

**16. 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.