

# BUERTON PARISH COUNCIL

16<sup>th</sup> November 2023

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

9<sup>th</sup> November 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, 16<sup>th</sup> November 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. 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 5<sup>th</sup> October 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. FINANCES AND BUDGET 2023-2024

(i) To note that at the 31st October 2023, the budget expenditure for 2023-2024 was as follows:

Budget Head	Total	BUDGET ALLOCATED	DIFFERENCE
Salary	£1,835.19	£2,850.00	64.39%
Administration including Payroll	£338.71	£400.00	84.68%
Training	£85.00	£100.00	85.00%
Expenses	£192.74	£300.00	64.25%
Internal Audit	£120.00	£100.00	120.00%
Insurance	£546.42	£530.00	103.10%
Room Hire	£25.00	£180.00	13.89%
Audlem OnLine	£115.20	£115.00	100.17%
Field Caretaker	£730.00	£1,100.00	66.36%
Field Maintenance	£576.00	£3,760.00	15.32%
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	£375.00	0.00%
Coronation Crown	£95.00	£100.00	95.00%
Flowers	£131.81	£200.00	65.91%
Proposed Projects	£920.00	£2,500.00	36.80%
	£6,034.39	£13,008.00	

(ii) To note that at the 31st October 2023, the bank reconciliation was as follows:

<b>Bank Reconciliation 31st October 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 31st October 2023			<b>£15,271.69</b>
Current Account			
Less: any unrepresented cheques		£0.00	
Add: any unbanked cash		£0.00	
			<b>£15,271.69</b>
<b>Net bank balances as at 31st October 2023</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		£8,973.61	
Less: Payments in the year		£6,034.39	<b>£15,271.69</b>
<b>Closing balance per cash book [receipts and payments book] must equal net bank balances above</b>			

- (iii) To consider transferring the Parish Council's current banking arrangements to Unity Trust Bank who specialise in Parish Council banking;
- (iv) To nominate two Councillors to authorise payments from the new bank.
- (v) To approve the payment of £122.40 for Shires Accountants for payroll fees;
- (vi) To authorise the Clerk and Responsible Financial Officer to transfer £200 from the Donations Budget to the Administration including Payroll Budget.

## **6. PARISH COUNCIL BUDGET AND PRECEPT FOR 2024-2025**

To consider and agree the Parish Council Budget and associated Precept for the Financial Year 2024-2025.

## **7. PLANNING APPLICATIONS**

Councillor Black to provide a verbal planning update on:

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

## **8. BUERTON WORKING PARTY – TERMS OF REFERENCE**

To approve the Terms of Reference for Buerton Working Party.

## **9. CHAIR'S REPORT**

The Chair to report on the following:-

- (i) Matters pertaining to the Parish – including the following matters under Minute 12 of the last meeting:-
  - Oak Tree Update
  - Crowd Funding
  
- (ii) The National Association of Local Council's Pay Award:-
  - To note that the Clerk is currently on SCP8 which (following the National pay award) equates to £12.84 per hour from April 2023;
  - To approve the Clerk's annual pay scale increase to SCP9 from 1<sup>st</sup> February 2024 which equates to £13.06 per hour.

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

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

## **11. ITEMS FOR NEXT AGENDA**

To consider items for discussion at the next meeting

## **12. DATE OF NEXT MEETING**

To confirm the date of the next meeting on Thursday, 1<sup>st</sup> February 2024 at 7.15 pm at Hankelow Church Hall, 11 Old School Lane, Hankelow, Crewe, CW3 0JN

## **13. 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.