**AGENDA FOR THE MEETING OF PAUNTLEY PARISH COUNCIL ON MONDAY 11th APRIL 2022 AT 7.00 pm.**

**Contact information of the Parish Clerk:**

**Jonathan Martin.**

**01594 834345.**

**pauntleypc@gmail.com**

**To Members of the Council:**

You are hereby summoned to attend a meeting of Pauntley Parish Council in Pauntley village hall on Monday 11th April 2022 at 7.00 pm, for the purpose of transacting the following business.

Jonathan Martin Clerk to the Council.

**PUBLICATION DATE: 05/04/2022**

**Public Forum:**

(5 minutes)

**AGENDA.**

1. To receive apologies and acceptable reasons for absences. (1 minute)
2. To receive any declarations of personal or prejudicial interest in items on the agenda. (1 minute)
3. To approve and sign as a correct record of the minutes of the meetings held on 14th February 2022 and to deal with any matters arising. (1 minute)
4. Finance:
	1. To receive an update from the Clerk on the Parish Council’s accounts. (2 minutes)
	2. To receive the fourth quarter accounts for February – March 2022. (2 minutes)
	3. To consider and resolve on the approval of the final yearly accounts for the financial year of 2021-22.

(2 minutes)

* 1. To confirm that the current asset register, budget and precept are available on the website.
1. Audit report of 2020-21 review.
	1. To review the internal audit report for 2020-2021 and the responses of 28/02/2022. (10 minutes)
	2. To consider the following policies and procedures following review on the website and confirm that these remain appropriate for the year 2022-23. These being:
* PC Financial Regulations 22-23 – approved 29.11.21
* Code of Conduct 22-23 - approved 29.11. 21
* Standing Orders 22-23 - approved 29.11 21
* Grants Policy 22-2 3 – approved 27.9. 21
* Reserves Policy 22-23 – approved 29.11.21
* Transparency Policy 22-23 – approved 29.11.21
* Equality and Diversity 22-23 – approved 14.2.22
* ICO Publication scheme 22-23 – approved 14.2.22
1. Audit preparations:
	1. To resolve on the appointment of a Councillor to carry out the internal checks on finance for the financial year 2021-22. (2 minutes)
	2. To resolve on whether the Parish Council should declare itself exempt from the external audit for the financial year 2021-22. (2 minutes)
	3. To resolve on the appointment of the internal auditor provided by GAPTC. (2 minutes)
2. To resolve on the payment of £79.02 to GAPTC in renewal of the yearly subscription.
3. Payments:

To resolve on the following payments. (1 minute)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Minute** | **Amount** | **Date** | **Recipient** | **Description** |
| 722/8.a | £10.50 | 15/02/22 | Parish Clerk | Clerk’s expenses. |
| 722/8.b | £611.79 | 28/03/22 | Parish Clerk | Clerk’s wages. |
| 722/8.c | £180.62 | 28/03/22 | Glos’ LGPS | Employer Pension Contribution. |
| 722/8.d | £79.02 | 02/04/22 | GAPTC | Yearly subscription renewal.  |

1. To resolve on the renewal of the Council’s website subscription service with Quoakle at £196.80 for the year.
2. Defibrillators.
	1. To resolve on whether to subscribe to the Community Heartbeat defibrillator support package. (5 minutes)
	2. To resolve on organising the agreed training for VETS volunteers and to obtain possible dates from Community Heartbeat and from the volunteers. (5 minutes)
3. To discuss the Wildlife Corridors initiative and consider how the Parish Council can be involved further and can engage with the community on this. (10 minutes)
4. To consider and resolve on any action to be taken regarding vehicles damaging the green in Brand Green. (10 minutes)
5. To receive an update on the arrangements for the Diamond Jubilee celebrations in June and to resolve on any additional events.

(10 minutes)

1. Statutory meetings:
	1. To agree the date in May 2022 for the AGM of the Parish Council.

(5 minutes)

* 1. To agree the date for the Annual Parish Meeting and consider its format and agenda.

(5 minutes)

1. Expenses payments:
	1. To resolve on payment of £29.98 to Cllr Eastabrook, after inspection of receipts. This was in relation to the purchase of commemorative plaques for the jubilee events.
	2. To resolve on payment of £3.23 to the Clerk after inspection of the receipt. This was in relation to postage costs.
2. Any other business. (3 minutes)

**Signature of the Clerk: Date:**