

**MINUTES OF THE ANNUAL GENERAL MEETING OF ROOKSDOWN PARISH COUNCIL
at ROOKSDOWN COMMUNITY CENTRE on Monday 23rd May 2022 at 7.30pm**

	In Attendance	Apologies	Absent
Cllr Paul Mahoney (Chair)	✓		
Cllr Douglas How (Vice-chair)	✓		
Cllr Jessica Lewis-Dalgarno	✓		
Cllr Scott Mason	✓		
Cllr Gaynor Woods	✓		
Cllr David Knights	✓		

In attendance: 2 members of the public, County Councillor Mummalaneni, Borough Councillors Simon Bound, Jay Ganesh and David McIntyre. Tracy Hamer taking the minutes. The meeting was chaired by Cllr Mahoney.

Agenda Item	Issue	Action
22/84	To elect a Chair for the coming municipal year and sign Acceptance of Office form. <i>Cllr Mahoney was nominated by Cllr Lewis-Dalgarno, seconded by Cllr Knights and elected unopposed as Chair for the municipal year.</i>	
22/85	To elect a Vice Chair for the coming municipal year and sign Acceptance of Office form. <i>Cllr How was nominated by Cllr Mahoney, seconded by Cllr Lewis-Dalgarno and elected unopposed as Vice Chair for the municipal year.</i>	
22/86	To sign Members Interest Forms in the presence of the Clerk. Forms were duly signed by all members and the Clerk will update the website and BDBC as required.	Clerk
22/87	To receive and accept apologies for absence. Nil.	
22/88	To receive and note any disclosable pecuniary interests for dispensation for items to be discussed on this agenda. Cllr Mahoney declared an interest in item 22/95 (25) as Chairman of HALC.	
22/89	To sign as a correct record, the minutes of the meeting of Rooksdown Parish Council (RPC) held on 25th April 2022. The Council resolved to unanimously agree the content of the minutes. The Chair signed the minutes. <i>Proposed by Cllr Mahoney and seconded by Cllr Knights.</i>	

22/90	To confirm dates and location of Rooksdown Parish Council Meetings Year Ending March 2023. Members agreed to dates – see Appendix 1.	
22/91	Matters arising from items from previous meetings. All items complete except: <ul style="list-style-type: none"> • 20/12 Fencing – update from Gordon Wade has been circulated. • 20/64.1/20/116.1 Car parks – part of the handover of the southern public open space. • 21/58, 21/68, 21/127 – revised banking arrangements with Unity Trust Bank. • 21/170 – Skate Park Acoustic Fencing – clerk to organise a meeting with BDBC officers, school staff and RPC members. Awaiting response from BDBC. • 22/52 – Silent Soldiers - Cllr Lewis-Dalgarno has confirmed the location. Cllr Bound will liaise with BDBC regarding relevant permissions and contractor to install. 	Clerk Clerk Cllr Lewis-Dalgarno/ Cllr Bound
22/92	Public Participation Session. Nil.	
22/93	To receive reports from: <ul style="list-style-type: none"> • Chair of Rooksdown Parish Council Cllr Mahoney formally noted the resignation of Cllr Hoare on Thursday 19th May 2022. Cllr Mahoney thanked members for their efforts in the creation and delivery of the most recent newsletter, and for all the effort that has been put into arranging the Jubilee Picnic. • Clerk to the Parish Council The Clerk confirmed that finance training is available for all councillors and Cllrs Mahoney, How, Knights and Lewis-Dalgarno wish to attend the June session. • County Councillor Mummalaneni The delay in adoptions regarding Taylor Wimpey was noted and Cllr Mummalaneni noted that legalities with the naming of land was holding the process up. Cllr Mummalaneni also mentioned a pilot scheme to close roads next to primary schools during key drop off times to alleviate road safety issues. RPC voiced concern that public consultation would be required if this was to be a consideration in Rooksdown. • Borough Councillor Bound and Ganesh Cllr Bound noted 52 jubilee events in the Borough, with the number to be made up to 70 with the extension of the Streets Alive project which has been extremely well received. There have been several missed bin collections which is related to staffing issues and is being addressed by BDBC and Serco. • Rooksdown Community Association (RCA) Nil. 	

	<ul style="list-style-type: none"> Police/PCSO/CSPO Nil. 	
22/94	<p>To note the current financial situation and bank reconciliations. The current financial situation and bank reconciliation was reconciled, and the bank statements noted with the current balance of £23,405.77 and £103,022.07 as of 30th April 2022 – see Appendix 2.</p>	
22/95	<p>To authorise requests for May payments. The Council resolved to approve the payments in Appendix 3 to these minutes. <i>Proposed by Cllr Mahoney and seconded by Cllr Knights.</i></p>	
22/96	<p>To review and formally note findings following the Internal Audit dated 11th May 2022. The Council formally noted the Internal Audit plus agreed to implement the recommended changes as follows:</p> <ul style="list-style-type: none"> Risk Management – The Risk Assessment was not reviewed year ending March 2022. The Clerk has reviewed the document and included in this meeting for approval – see item 22/103. The Annual Governance statement is to be reviewed – see item 22/97 – to account for this. Reserves – The auditor noted the reserves are currently high. The Clerk and Chair will review the current budget and reserves prior to the AGAR submission. Asset Register – The asset register dated 2019 did not add up as formulae were missing from the excel document. The figure was not carried over into 2020 and the asset register figure was confirmed by the auditor for that year. The asset register has been updated with addition of land and the bus shelter and the removal of assets of £735. See item 22/103 for updated versions for approval in line with the AGAR. Income – In line with Financial Regulation 9.3, annual charges require review. The Clerk will seek clarification regarding this matter. <p><i>Proposed by Cllr Knights and seconded by Cllr Lewis-Dalgarno.</i></p>	Clerk
22/97	<p>To approve Page 4 of the 2021/22 AGAR – section 1 Annual Governance Statement. The Council resolved to formally approve the Annual Governance Statement. See Appendix 4. <i>Proposed by Cllr Lewis-Dalgarno and seconded by Cllr Knights.</i></p>	Clerk
22/98	<p>To review and approve the end of year accounts and the Annual Governance and Accountability Return 2021/22. The Council resolved to approve the end of year accounts and AGAR 2021/22. <i>Proposed by Cllr Mason and seconded by Cllr Knights.</i></p>	Clerk
22/99	<p>To review delegation arrangements to committees, sub-committees, staff and other local authorities.</p>	

	<ul style="list-style-type: none"> • Clerk to have authority to spend up to £50 a month on stationery and other essential items for the effective running of the council. • Clerk to have authority to approve gates and fences on the allotments. • Additional tasks for the handyman may be authorised by the Clerk in consultation with the Chairman or Vice-chairman. • Chairman or Vice-chairman to be able to approve periods of greater than 2 days holiday for the Clerk, which will not unreasonably be refused. <p>The Council resolved to approve the above arrangements. <i>Proposed by Cllr Mahoney and seconded by Cllr Mason.</i></p>	
22/100	<p>Confirmation of payments to be made during the year without further authorisation under clause 5.6 of the Financial Regulations.</p> <ul style="list-style-type: none"> • Clerk's salary and PAYE • Phone • Office rent • Hall hire • Handyman <p>The Council resolved to approve the above payments. <i>Proposed by Cllr Mahoney and seconded by Cllr Mason.</i></p>	
22/101	<p>Review of the Council's and/or Staff subscriptions to other bodies:</p> <ul style="list-style-type: none"> • RCA office facility agreement <p>The Council resolved to continue with the ongoing agreement. <i>Proposed by Cllr Mahoney and seconded by Cllr Mason.</i></p>	
22/102	<p>Appointment of Committees:</p> <p>It was resolved that the following councillors be elected as follows:</p> <ul style="list-style-type: none"> • Allotments – Cllrs Knights (Chair), Mahoney, Mason & How • HR – Cllrs Lewis-Dalgarno (Chair), Mason, Mahoney & How • Planning – Cllrs How (Chair), Knights and Mahoney (as of March 2022 Item 22/53) <p><i>Proposed by Cllr Mahoney and seconded by Cllr Mason.</i></p>	
22/103	<p>To review and approve the following RPC policies and documents:</p> <ul style="list-style-type: none"> • Risk Register • Asset Register • Standing Orders • Financial Regulations <p>The Council resolved to approve the above-named documents. <i>Proposed by Cllr Lewis-Dalgarno and seconded by Cllr Knights.</i></p>	
22/104	<p>Consultations.</p> <p>Nil.</p>	

22/105	<p>To consider planning applications.</p> <p>22/01125/HSE – 21 Barron Place, RG24 9JS <i>Conversion of garage to living space.</i></p> <p>It was unanimously resolved that the Parish Council do not object to this application but that the permanent loss of a parking space should be noted. <i>Proposed by Cllr Mason and seconded by Cllr How.</i></p> <p>22/01091/HSE – 12 Vitellius Gardens, RG24 9SG <i>Conversion of garage to additional living space.</i></p> <p>It was unanimously resolved that the Parish Council do not wish to comment on this application but that the permanent loss of a parking space should be noted. <i>Proposed by Cllr Knights and seconded by Cllr Lewis-Dalgarno.</i></p>	
22/106	<p>To consider planning applications not on the agenda. Nil.</p>	
22/107	<p>To hear an update regarding the Queens Platinum Jubilee and agree next steps. Cllr Knights confirmed that if the weather is good, he will organise an extra ride, which funds allow. The Clerk to chase delivery of merchandise. Cllr Knights to circulate plan of action for the day. Trees for the Queens Green Canopy are to be sourced and planted in the Autumn.</p>	Cllr Knights/Clerk
22/108	<p>To receive an update on the allotments. Cllr Knights has spoken with the Barret Homes site manager who commented the yard would be ready to transfer in June. The Clerk will liaise with BDBC for further details and plans.</p>	Cllr Knights
22/109	<p>Chair's correspondence. Nil.</p>	
22/110	<p>Clerk's correspondence. Nil.</p>	Clerk
22/111	<p>To confirm the date of the next Parish Council Meeting as Monday 27th June 2022 at 7.30pm.</p>	
22/83	<p>Chairman to close the meeting.</p>	
	<p>There being no further business, the meeting closed at 9.50pm.</p>	

Appendix 1

All meetings will be held at Rooksdown Community Centre, commencing 7.30pm.

MAY 23 2022	2022 Annual General Meeting
JUNE 27 2022	Full Council Sign off End of Year AGAR
JULY 25 2022	Full Council with focus on Quarter 1 spend against budget
AUGUST	NO MEETING
SEPTEMBER 26 2022	Full Council
OCTOBER 24 2022	Full Council with focus on Quarter 2 spend against budget ~ Forward budget planning for Year End 2024
NOVEMBER 28 2022	Full Council Forward budget planning for Year End 2024
DECEMBER 19 2022	Full Council Budget & Precept Setting
JANUARY 23 2023	Full Council with focus on Quarter 3 spend against budget
FEBRUARY 27 2023	Full Council
MARCH 27 2023	Full Council
APRIL 24 2023	Full Council and Annual Parish Meeting

Appendix 2

Date: 10/05/2022	Rooksdown Parish Council	Page 1
Time: 13:36	Bank Reconciliation Statement as at 30/04/2022 for Cashbook 1 - Treasurers Account 02896349	User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Treasurers Account 02896349	30/04/2022		23,405.77
			<u>23,405.77</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			23,405.77
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			23,405.77
		Balance per Cash Book is :-	23,405.77
		Difference is :-	0.00

Date: 10/05/2022	Rooksdown Parish Council	Page 1
Time: 13:37	Bank Reconciliation Statement as at 30/04/2022 for Cashbook 2 - Business Account 06020499	User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Account 06020499	30/04/2022		103,022.07
			<u>103,022.07</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			103,022.07
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			103,022.07
		Balance per Cash Book is :-	103,022.07
		Difference is :-	0.00

Appendix 3

Voucher	Date	Reference	Description	Pay/Rcpt	Supplier ref.	Supplier / customer	Account	Amount	Payment
14	03/05/2022		Grant	Receipt		BDBC	Grant	1,000.00	
15	03/05/2022		Precept	Receipt		BDBC	1st Precept	19,219.00	
16	05/05/2022		VAT refund	Receipt		HMRC	VAT refund	838.30	
17	09/05/2022		Interest	Receipt		Lloyds Bank - receipt	Bank Interest	0.79	
18	10/05/2022	EP	Name badges	Payment	Inv 78762	Badgemaster	General Admin	33.18	33.18
19	10/05/2022	EP	Jubilee merchandise	Payment	Inv 004094	Big Bear Promo	Project Costs	1,737.00	1,737.00
20	10/05/2022	EP	Jubilee games	Payment		Maximum Play	Project Costs	275.00	275.00
21	19/05/2022	DD	Mobile Phone	Payment		giffgaff	Phone	6.00	6.00
22	24/05/2022	EP	May Salary	Payment		Clerk	Salaries and allowance	572.00	572.00
23	24/05/2022	EP	PAYE	Payment		HMRC	Salaries and allowance	286.00	286.00
24	24/05/2022	EP	Internal Audit	Payment	Inv 19335	Mulberry & Co	Audit Fees	190.80	190.80
25	24/05/2022	EP	LCPD Membership	Payment	Inv 5208	HALC	Subscriptions	198.00	198.00
26	24/05/2022	EP	Allotments maintenance	Payment	Inv 12481	Goslings	Allotments	93.60	93.60
27	24/05/2022	EP	Clerks Expenses	Payment		Stationery & SID batteries	Stationery	118.94	118.94
28	24/05/2022	EP	Office Rent	Payment	Inv 1521	RCA	General Admin	15.00	15.00
29	24/05/2022	EP	Handyman	Payment	Inv 1522	RCA	Handyman	840.00	840.00
30	24/05/2022	EP	Room hire for PC meeting	Payment	Inv 1523	RCA	General Admin	30.00	30.00
31	24/05/2022	EP	Newsletter printing	Payment	Inv 25601	Greenhouse Graphics	Printing	555.00	555.00
32	24/05/2022	EP	Poster printing	Payment	Inv 25602	Greenhouse Graphics	Printing	111.60	111.60
								0.00	0.00
								5062.12	