

BLAISDON PARISH COUNCIL

Clerk to the Council: Anthony Hughes, 4 Mountain View, Ruardean, Gloucestershire, GL17 9YT
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Minutes of the Parish Council Meeting held in Blaisdon Village Hall, Blaisdon Wednesday 19 December 2018

Those attending: Cllr. Richard Boyles
Cllr. Kevin Baker
Cllr. Eve Tonks

Mr. Tony Hughes Clerk

Also present

Apologies for Absence Cllr. Stuart Gent
Cllr. Sam Spencer

24. Health and Safety Procedure

The attention of those present was drawn to the procedures for evacuation of the premises in the event of an emergency.

25. Public Forum - Members of the Public

No Members of the Public were present

26. Minutes – 19 September 2018

RESOLVED

That the minutes of the meeting held on the 19 September 2018, be approved as a correct record and signed by the Chair.

27. Clerk' Report and Correspondence

There was no correspondence to report

28. Financial Update

The Clerk reported that the balance of accounts as of 19 December 2018 was as follows:

Treasurer's Account	£5,910.61
Business Account	£1,770.67
Total	£7,681.28

29. Statement of Accounts for the Year Ending 31 March 2018, Annual Return, Audit and Certificate of Exemption from External Audit

The Council considered the Statement of Accounts for the year ending 31st March 2018 which had now been audited by Mrs S Fowler.

The Clerk reported that he had been in contact with Her Majesty's Revenue and Income Help Line. The Council needed to reregister for on line PAYE to pay income tax due in the current Tax year and for back payments in previous years.

The Chair and Clerk explained e mails and telephone discussions with the external auditors, the circumstances by which these had arisen, and the need for a resolution to have been passed exempting itself from an external audit review. This then required a completed AGAR Part 2 Exemption Certificate to be sent to PKF Littlejohn LLP.

RESOLVED

- (1) That the Statement of Accounts for the year ending 31 March 2018 as internally audited be approved.
- (2) That the Annual Return and Governance Statement for the year 2017/18 be approved.
- (3) That the Council exempts itself from External Audit and submits the completed and signed AGAR Part 2 Exemption Certificate to PKF Littlejohn LLP

30. Invoices and Payments

The following cheques were authorised and issued

Cheque No.	Amount	Drawn To	Purpose	Authorisation
000482	£45.00	The Open Spaces Society	Subscription	Parish Council Annual meeting 19 December 2018 Minute 30
000483	£20.00	Baisdon Village Hall	Village Hall Hire	Parish Council Annual meeting 19 December 2018 Minute 30

31. Draft Budget 2019/20

Members considered the draft budget for 2019/20. Members agreed that the recommended precept for 2019/20 remain the same as the current year £2707.

Members agreed that the budget provision for GAPTC subscription be increased from £70.00 to £75.00 and the budget for Web Site Annual Cost be increased by an appropriate sum if necessary and the Clerk authorised to adjust accordingly.

It was noted that no Section 137 grants or donations had been paid in recent years and ideas as to organisations or projects be encouraged.

RESOLVED

- (1) That, subject to necessary adjustments, the Budget for 2019/20 be approved.
- (2) That the recommended precept be set at £2707 and the Forest of Dean Council be informed.

32. Recruitment of Parish Clerk

The Council considered arrangements for the recruitment of a new Clerk. The existing Clerk reported on guidelines and templates accessed on the GAPTC web site. As a member of GAPTC the Parish Council would be able to advertise on their web site free of charge. Additional suggestions for adverting were the Parish Magazine, Village Notice Boards, the Blaisdon Hub in addition to the Council's own web site. It was agreed that the Clerk determine a timescale for recruitment arrangements and action in consultation with members.

33. Date of Next Meeting

Wednesday 16 January 2019 at 7.30 pm

Meeting commenced: 7.30 p.m.

Meeting finished: 8.00 p.m.

Signed:

Date:.....2018