

BUBBENHALL PARISH COUNCIL



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Minutes of the meeting of Bubbenhall Parish Council Held on Saturday 20th August 2022 at Bubbenhall Village Hall

Cllrs present : Jan Lucas (Chairman)
 Sam Baker
 Joanne Shattock
 Bob Powell
 Jim Roberts

In attendance : Louise Baudet (Locum Clerk)

91/22 Apologies

There were no apologies for absence

92/22 Public participation

There was no public participation

93/22 Declaration of Interests

There were no interests declared.

94/22 Finance

94.1 Accounts for payment

RESOLVED : that the following accounts for payment be approved
 Doug Evans – Clerks salary owed £812.10
 Louise Baudet – locum clerk/reimbursements £350
 Roberts & Co Accountancy – Internal Audit £265
 Authorisation also given to part fund the cost of a skip to clear out
 Parish Council items from the shed and dispose of these eg old nets,
 pitchmarker etc (cost c£100)

94.2 Report of Internal Auditor

The Parish Council received the report of the Internal Auditor for the 2021/22 accounts and went through the items for action, which were also relevant to the 2020/21 accounts and were in hand. Most of the items would be addressed through the appointment of a Clerk and supported with training. Councillors asked about claiming reimbursements and the Clerk referred to the claim form previously circulated which Councillors should submit to meetings for authorisation for payment – mileage payable at 45p per mile. The Clerk would also provide details of the Clerk Home Working allowance which Parish Councils should be paying to Clerks for use of their home as an office ; a tax free weekly amount could be paid with rate determined by HMRC or a proportion of actual costs with supporting documentation.

94.3 Authorise submission of AGAR

The Parish Council went through the Annual Governance Statement responding Yes to items 1 to 8, with item 9 N/A. The AGAR was authorised by the Chair and Clerk for submission to request exemption from audit.

94.4 Quotations for redevelopment of Play Area

Councillors were presented with the quotations from both Hags and Playdale (quotations in Appendix A) and were informed that Wickstead had declined to submit a quotation. After considering the cost, payment terms, production location of equipment and range of equipment being offered it was

RESOLVED : to accept the quotation as presented from Hags and issue a letter of intent to secure the quoted cost of the project and raise a Purchase Order accordingly.

The Chairman confirmed that the Village Hall Committee had agreed that the Hall could be used by the contractors. It was agreed to go ahead with the scheduled Playground Inspection and that the new equipment would come with inspection report and guarantee. It was noted the Asset Register would need to be updated upon installation and a new insurance quotation obtained. The Parish Council recorded their thanks to the Committee for all their hard work.

Councillors discussed the broken bench by the tennis courts and the Chair would speak to Chris to see if it is repairable.

94.5 SAAA option to opt-out of appointment of External Auditor

The Parish Council considered the option to opt-out of appointment of External Auditor and agreed to not opt-out and continue with appointed auditors.

95/22 Date of next meeting

The next meeting would be held on 6th September 2022

Signed (Chair)

Date