

PRISTON PARISH COUNCIL

Jocelyn Nichols
Laira
Priston
0773 4069751
parishclerk@priston.org.uk

Dear Councillor

2/5/2022

You are summoned to attend the **Annual Meeting** of Priston Parish Council to be held on Monday 15th May 2023 in the village hall, commencing at 7.00pm.

Jocelyn Nichols
Clerk to the Parish Council

A G E N D A

1. Sign declaration of acceptance of office
2. Election of Chairman
3. Declaration of Acceptance of Office – Chairman
4. Election of Vice-Chairman
5. Appointment of Internal Auditor and Finance Representatives
6. Appointment of Planning Representatives
7. Appointment of Footpaths Representative
8. Appointment of Village Hall Representative
9. Appointment of Roads and Highways Representative
10. Appointment of Representative to Priston AED Project
11. Appointment of Climate and Ecological Emergency Representative
12. Matters raised by parish residents
13. To note apologies
14. To agree Minutes of Annual Meeting held on Monday 9th May 2022
15. To agree minutes of ordinary meeting held on Monday 13 March 2023

16. Matters arising not covered elsewhere.
17. Clerk's Report:
 - i. To present financial report for financial year 1 April 2023 to 31 March 2024
 - ii. To present a review of the council's Asset Register
18. To consider, approve and sign the 2022/23 Annual Governance Statement
19. To consider, approve and sign the 2022/23 Accounting Statement
20. To consider and approve 2023 Standing Orders, Financial Regulations, Risk Assessment
21. To review and sign the 2023 Councillors' Register of Interests
22. To agree dates for public access to accounts
23. Roads and Highways
24. Planning
25. Flooding
26. To report on the Climate and Ecological Emergency
27. To report on footpaths
28. To report on external meetings and agree attendance at future meetings
29. Any other business
30. Date of next Meeting – possibly Monday 3rd July 2023 in the village hall, to be agreed.

Previous Minutes are available to view at www.priston.org.uk

Priston Parish Council Financial Report May 2023 for 2023/2024 Financial Year

Period 1 April 2023 to 1 May 2023

INCOME	£	EXPENDITURE	£
Cash at Bank on 1 April 2023		Income and cash carried forward	14,154.67
Current Account	10,426.17	See p 2 for itemised expenses	
Total Income for Period	3,728.50	Total	751.97
<u>Total current income and cash</u>	<u>14,154.67</u>	<u>Balance on 1 May 2023</u>	<u>13,402.70</u>
<u>Forecast for remainder of financial year to March 2024</u>			
Expected Income		Expected Expenditure to 31 March 2024	10240.20
Precept	3728.50		
TOTAL INCOME	17,883.17	Expected Balance at 31 March 2024	<u>6,891.00</u>

Payments 2023-24**Period 1 April 2023 to 1 May 2023**

Date	Payee	Transaction	Description	Gross Amount	VAT
13-Apr-23	DM Payroll	Elec	Payroll services	£ 120.00	
13-Apr-23	ALCA	Elec	Subs	£ 74.17	
28-Apr-23	Jocelyn Nichols	Elec	Pay for April	£ 319.43	
28-Apr-23	HMRC	Elec	Tax for April	£ 79.80	
29-Apr-23	Priston Festival	Elec	PA equipment for Duchy talk	£ 20.00	
29-Apr-23	Penny Rogers	Elec	Refreshments and heating for Duchy talk	£ 13.57	
29-Apr-23	Priston Church	Elec	Flower festival donation	£ 125.00	
<u>Total</u>				<u>£ 751.97</u>	

INCOME

Priston Parish Council

Income and Expenditure against Budget 2023-24

Item	<u>Actual to 1</u>			<u>Forecast to 31 March</u>	<u>VAT</u>
	<u>Budget</u>	<u>May</u>	<u>Expected</u>		
End of Year Cash c/f	10426	10426		10426	
<u>Income</u>					
Precept	7457	3729	3729	7457	
VAT Re-Imbursement				0	
Total	<u>17883</u>	<u>14155</u>	<u>3729</u>	<u>17883</u>	
<u>Expenditure</u>					
<u>Village Facilities</u>					
The Link	50		50	50	
Green Thumb	120		120	120	
Christmas Presents and Donation	60		60	60	
Water Supply/ Fountain & Trough	150		150	150	
Defibrillator Training	350		350	350	
Defibrillator Installation and Running Costs	300		300	300	
Rock Salt and Gritting	500		500	500	
Website	300		300	300	
Climate Emergency	500	34	466	500	
Midsomer Norton Dial a Ride	40		40	40	
Cam Valley Wildlife	5		5	5	
CPRE	100		100	100	
Flower Festival	125	125		125	
Accountancy Fees	50		50	50	
Ditch Clearing	150		150	150	
Finger Posts	950		950	950	
Coronation	500		500	500	
Total	<u>4250</u>	<u>159</u>	<u>4091</u>	<u>4250</u>	
<u>Administration</u>					
Clerk's Salary	5538	399	5139	5538	
Payroll administration	120	120		120	
Stationary/Print/Travel	50		50	50	
ALCA	74	74		74	
Clerk's Broadband & Laptop	120		120	120	
Training	100		100	100	
Insurance	380		380	380	
Internal Auditors	50		50	50	
Village Hall Rental	250		250	250	
Hall Heating	20		20	20	
Information Commissioner's Office	40		40	40	
Total	<u>6742</u>	<u>593</u>	<u>6149</u>	<u>6742</u>	0
Total Facilities and Administration Expenditure	10992	752	10240	10992	
<u>Income - Expenditure</u>	<u>6891</u>			<u>6891</u>	