

**Meeting of the Longcot Parish Council  
on Thursday 13 June 2024 7pm  
held in St Mary's Church Hall, Longcot**

**In attendance.**

**Council members.**

Andi Cunnigham, Chair, John Barneby, Amy Cooper, Alan Rich and Tina Brock, Clerk.

**72/24 Apologies for Absence. None.**

**73/24 Variance of business. None.**

**74/24 Declarations of interests. None.**

**75/24 Minutes of the Parish Council held on Thursday 19 May 2024.**

Council resolved to approve the minutes which were signed by the Chair.

**76/24 Matters arising from the minutes. None.**

**77/24 Public Participation. None.**

**FINANCE**

**78/24 Expenditure.**

- i. Council approved purchasing a mobile phone. Quotes to be obtained by the Clerk.
- ii. Council approved expenditure not exceeding £350 for signage at The Dash and Track.

**79/24 Receipts received. Noted.**

*Table 1 List of receipts received.*

<b>Statutory Power</b>	<b>Receipts received.</b>	<b>Description</b>	<b>Total</b>
BACS Small Holdings and Allotments Act 1908	N Boyd, H Paintin & Mr Cooper	Allotment rent	£94.00
VAT Act 1994 s33	Inland Revenue	Reclaim 1/4/2023 – 31/3/2023	£1,147.80

**80/24 Payments of Accounts.**

Council resolved to authorise the payments approval signed by John Barneby and Amy Cooper.

*Table 2 List of expenditure.*

<b>Statutory Power</b>	<b>Payments due:</b>	<b>Description</b>	<b>Total</b>
EP250 LGA 1972 s134	Longcot Churchwardens	Room hire	£15.00
EP251 LG (misc prov) Act 1976 s19	MRH Services	Service inspection of play parks	£50.00
EP252 LGA 1972 S112	T Brock	May salary	£259.25
DD LGA1972 s143	Information Commissioners Office	GDPR fee	£35.00
DD Small Holdings and Allotments Act 1908	Castle Water	Allotment water Apr	£11.69
EP253 LGA 1972 s140	Zurich	Council insurance to 31 May 2025	£471.00
EP254 Accs & audit (Eng) regs 2011/817	Lisa Wilkinson	Internal audit y/e 31 March 2024	£150.00
EP255 LGA 1972 s143	CPRE	Membership	£36.00
EP256 LGA 1972 s134	Longcot Churchwardens	Room hire	£20.00

**COUNCIL**

**81/24 Audit for the year ended 31 March 2024.**

- i. Council received and considered the recommendations made in the Internal Audit report year ended 31 March 2024 carried out by Lisa Wilkinson. Book-keeping – resolved to minute names of councillors who sign of payments, Year End Procedures - resolved to minute AGAR sections 1 and 2 as signed by Chair, Accessibility/Transparency – considered the recommendation to publish future meetings and would action at the next meeting and resolved to review the websites Accessibility Statement and resolved to consider adopting a Biodiversity Duty.

- ii. Council approved the bank reconciliation for the year ended 31 March 2024.
- iii. Council approved the Receipts and Payments account for the year ended 31 March 2024.
- iv. Council completed and approved the Annual Governance Statement Section 1 which was signed by the Chair and Clerk.
- v. Council completed and approved the Accounting Statements Section 2 which was signed by Chair and Responsible Financial Officer.
- vi. Council approved the explanation of variances.
- vii. Council approved the breakdown of reserves.
- viii. Council approved the reconciliation between boxes 7 & 8 of the AGAR.
- ix. Council noted the commencement date for the exercise of public rights Monday 17 June 2024 to Friday 26 July 2024.
- x. Council approved the Certificate of Exemption which was signed by the Chair and Responsible Financial Officer.

**82/24 Draft Co-option Policy.**

Council resolved to adopt the co-option policy,

**83/24 Members handbook.**

Council resolved to adopt the Members Handbook.

**84/24 Draft Financial Regulations.**

Council resolved to adopt the Financial Regulations.

**HIGHWAYS**

**85/24 Update on any matters. None.**

**PLAY AREA & TRACK**

**86/24 Track.**

No other matters to consider.

**87/24 The Dash.**

Council noted that one broken wooden goal post had been removed.

**ALLOTMENTS**

**88/24 Update on any matters. None.**

**CONFIDENTIAL INFORMATION**

**Exclusion of Press and Public**

**To move the following resolution, in view of the confidential nature of the business to be transacted it is in the public interest that the public and press be excluded from the remainder of the meeting, and they are requested to withdraw.**

**89/24 Any Matters. None.**

**DATE OF NEXT MEETING**

**90/24 Next meeting of the Parish Council.**

Thursday 18 July 2024.

The meeting closed at 8pm.

Signed.....Date.....2024