

Present:

Chair Cllr Mike Davis, Vice-Chair Cllr Liz Bissett, Cllrs Tim Hues, Nina Jeffries, Caroline Nichols, Dan Scott
Clerk Richard Culverhouse

Members of the public present: Nicky Baber, Adrian Baber, Jonathan Hawkins, Ian Gillies.

Items from members of the public:

Ian Gillies had been asked to attend (as an accountant and former Parish Councillor) to contribute to budget discussions: it was agreed he would contribute under the agenda item .

A member of the public noted there has been dumping of garden waste in the ditches along Poulshot Road – villagers are asked not to do this, as it affects both drainage along the ditches and the look of the village. Agreed that this would also be noted in the Village Magazine and on the Facebook pages.

A member of the public raised a concern arising from the informal report in the Poulshot News regarding the setting up of sub-committees and financial matters and management. He noted the importance of all Councillors having full knowledge and input into all aspects of PPC matters, and having the appropriate training to enable this. Cllr Davis noted that as an all new PPC with a number of issues to deal with, we are all having training and seeking to work efficiently in bringing information together. Cllr Scott clarified that all information will be shared with all Councillors, and any and all decisions made by the PPC in full. A member of the public further noted that it appeared through the informal report that The Raven was now owned by the Hues family; Cllr Hues clarified that this was not the case.

Reference	Agenda items / discussion	Action / by whom / deadline
21/22-51	Apologies: Cllr Claire Church, WC Councillor Tamara Reay.	
21/22-52	Declarations of interest: none	
21/22-53	Chairs' report: Request received from Peggies for event in Green Gardens. Cllr Nina Jeffries will liaise re clarifying the date and risk assessment. Speed limits through the village and on Caen Hill: work ongoing. This meeting solely to address the Annual Governance and Accountability Return (AGAR) year ending March 31 st 2021	NJ to liaise with Peggies and report back to meeting 07/09.21
21/22-54	Annual Governance and Accountability Return (AGAR) year ending March 31st 2021 The Clerk noted that the new PPC needed to discuss and vote on the appointment of internal auditors – Gooding Accountants, Westbury. The clerk reported that the fee for Gooding Accountants is significantly less than previous auditor Alison Cross. <u>Cllr Bissett proposed, Cllr Jeffries seconded, all agreed.</u> The internal auditors' report had been previously circulated to Councillors, and was noted. <u>Ian Gillies</u> was invited to contribute; he noted that the Reconciliation of Funds document was incorrect, as the Community Fund was understated and the General Contingency Fund was overstated, by £1588 in each case. This arose from 3 errors: a VAT recovery payment concerning Mill Lane, and 2 entries regarding the Savings Champion account – a £90 credit and a £354 credit regarding a financial services fee. Ian will liaise with the Clerk to ensure this is rectified.	RC to liaise with Ian Gillies to include for meeting 7 th September. RC to work with Ian Gillies re the completion of the accounts;

Ian continued: £500 from the cricket club was noted as a loan, but was in fact the re-imburement of a grant, contingent on the cricket club selling the mower, which they had subsequently done.

Ian further noted that it was important that the terms and separate accounts of the Community Fund were completely clear, and further that the contingency fund should be separate from the day-to-day account for the PPC; this would be both clearer and more informative. At the meeting on 7th September, the PPC will be transferring funds, before the second half of the precept comes to the PPC. Ian has drafted all this, and the PPC agreed that he should send this to the Clerk, and work with him so that this can be set up for the meeting on 7th September. The clerk will discuss changes with the internal auditor and the agreed signatory Councillors will need to go into Lloyds bank to set all this up. In the interim, Ian is very happy to answer any questions from Councillors. The accounts will be presented to the meeting of 7th September for agreement and fully signing off, and will be formally published before 30th September.

It was agreed that the AGAR document could be signed off as overall totals correct, and emailed to the internal auditor.

Agreement regarding the accounting statements was referred to the meeting 7th September, once key amendments made, and published as correct

all PPC to be copied into emails.

RC to get document signed and sent.

RC to liaise with Ian Gillies regarding amendments

21/22-55

Challenge to 2019 – 2020 accounts:

In September 2020 a villager sent an 18 page challenge to the PPC accounts to the external auditor, Littlejohns. The PPC replied to this, to which the only response thus far was a commending on the clarity and thoroughness of the PPC response. The Clerk further contacted Littlejohns in March 2021, and have had no response. Thus far this could cost the PPC £2000. It was agreed that the Clerk would phone Littlejohns for a response, and report back to the PPC at the meeting on 7th September.

RC to contact Littlejohns and report back 7th September.

21/22-56

Village Green Grass Cutting:

In document previously circulated, Cllr Scott detailed the original contract and dates of grass cutting by Jonathan Hawkins to date. Jonathan has now completed the 8 cuts specified in the original contract, and he and Cllr Scott anticipate a need for up to a further 5 cuts to take it to the end of the growing season; this would be at an additional cost of approximately £2000. This was discussed, and it was agreed that a final decision would be taken at the meeting on 7th September, when the Clerk would present an updated budget for the second half of the year.

The PPC appreciated Jonathan for the work he has done maintaining the Village Green, which definitely enhances the village.

RC to prepare budget for second half of the year to present to meeting on 7th September.

21/22-57

Payments:

The following payments were agreed –

- £100 to Caroline Morrison, re-imburement of fund spent on pig roast voucher for VE Day Commemoration, now transferred to PPC to use for Queen's Jubilee Celebration

- 3 payments of £30 to the Village Hall for use of the hall on June 22nd, July 24th and August 24th 2021

21/22-58

Payment to the Village Hall:

The payment of £30 / per 3 hour meeting was queried, as the PPC is a non-profit village group, and the advertised rate is £6 / hour. It was agreed that payment at £30 per session would be sent, along with a letter querying why the PPC was being charged £10 / hour rather than £6 / hour, and requesting that the additional funds be held in credit if there was no reason for the increased charge. Nicky Baber, attending the meeting and also a member of the Village Hall committee agreed to also discuss this with the VH Chair, Sam Hurn.

21/22-59

Email re outstanding invoice:

The PPC had received an email regarding an outstanding invoice. The PPC agreed payment of the invoice, and noted the tone of the email with some concern, but decided on no further response.

21/22-60

Next meeting:

7.30 p.m. 7th September 2021 at Poulshot Village Hall

Items for discussion arising from meeting 24th August 2021:

- Finalised accounts from the Clerk
- Updated budget for 2021 – 2022 from the Clerk
- Agreement on Village Green cutting following new budget
- Response from VH re hourly rate for PPC meetings
- Cllr Jeffries to give update on Peggies event