

POUGHILL PARISH COUNCIL MEETING

Parish Councillors are summoned to a meeting of the Poughill Parish Council to be held
in the Village Hall at 7:30pm on Thursday 29th September 2022
Members of the public are welcome

Clerk: Denise Kingdon. Email: Poughillparishclerk@gmail.com

Agenda Items

1. **Democratic Period** - Public Questions -
2. **Apologies**
3. **Declaration of Interests**
4. **Minutes of Previous Meetings held on 19th May 2022**
 - 4.1 Approval of Minutes from Annual Parish Meeting
 - 4.2 Approval of Minutes from Annual Parish Council Meeting
 - 4.3 Update on actions from previous meeting –
 - Online Banking Paul Mapp
 - Community Enhancement Fund Grant Application
 - Registration with Information Commissioners Office

5. Finance

5.1 Notification of payments and receipts since the last meeting and current financial status.

The Cash Book balance at 30/08/2022 was £3,652.60, plus £1,000.19 in the Instant Access Savings Account.

Date	Details	Receipt	Payment
13-May	HMRC TAX/NI		£25.82
16-May	J Rice Newsletter Subn	£6.00	
17-May	Best Chimney Clean Newsletter Ad	£15.00	
18-May	HMRC VAT Refund	£45.53	
18-May	WOPEC Newsletter Ad	£15.00	
18-May	A Cheriton		£45.00
19-May	Orchard End Newsletter Ad	£15.00	
19-May	K Wellerd - Postage Stamps		£22.48
20-May	S137 Grant PVHT		£200.00
23-May	M Hayes Newsletter Ad	£15.00	
23-May	Fursdon Newsletter Ad	£15.00	
25-May	J Summerell Newsletter Subn	£6.00	
25-May	Community First Insurance		£213.55
25-May	P&A Mapp - Window Shading		£35.94

25-May	Value Products - Defibrillator Sign		£13.56
26-May	Ring of Bells Newsletter Ad	£15.00	
26-May	R Hobbs Newsletter Subn	£6.00	
27-May	A Holland Newsletter Subn	£6.00	
06-Jun	A Cheriton		£45.00
13-Jun	Hedgerow Print		£83.00
14-Jun	Lendology	£15.00	
16-Jun	HMRC VAT Refund	£316.84	
15-Jun	Thornes Farmshop - Newsletter Sales	£2.10	
15-Jun	CF Community Shop - Newsletter Sales	£3.91	
20-Jun	Four Seasons Newsletter Ad	£15.00	
22-Jun	A Cheriton		£45.00
05-Jul	G Gillbard Newsletter Subn	£6.00	
11-Jul	Poughill Village Hall Trust (Hall Hire)		£32.00
29-Jul	A Cheriton		£45.00
24-Aug	K D Wellerd – Defib Window Shading		£28.96
30-Aug	D Kingdon July/Aug Wages		£188.03
30-Aug	HMRC Tax		£46.80
30-Aug	Thornes Farmshop - Newsletter Sales	£2.00	
30-Aug	CF Community Shop - Newsletter Sales	£1.16	
30-Aug	A Cheriton		£45.00
30-Aug	Hedgerow Print		£83.00
30-Aug	A Cheriton		£45.00

5.2 To note that the Financial Regulations September 2020 V1 have been reviewed and remain unchanged.

6. Governance

6.1 To approve the appointment of Denise Kingdon to the position of Parish Clerk/Responsible Finance Officer for 138 hours per annum to be paid at NJC salary point LC1 SCP5.

6.2 Resignation of Councillor Mapp

6.3 To approve Statement of Internal Control V0.1

6.4 To approve Privacy Notice V0.1

6.5 To approve Data Protection Policy V0.11

6.6 To approve Standing Orders V2.1

6.7 To approve the inclusion of the Council in the SAAA central external auditor appointment arrangements

6.8 To approve the appointment of Penny Clapham as the Internal Auditor.

6.9 To nominate Karen Wellerd as the Council's representative on the Poughill Village Hall Committee until May 2023.

7. Assets and Amenities

- 7.1 Update on defibrillator shading
- 7.2 To approve the Annual Condition Survey 2022
- 7.3 To approve Asset Register V3.1

8. Planning

- 8.1 New applications – none
- 8.2 Determined applications – none
- 8.3 Summerwell Farm

9. District Councillor/County Councillor Report

10. Correspondence

- General correspondence emailed to Councillors
- Parish Review - second stage consultation

11. Chair's Report

Next meeting – **17th November 2022**

Future dates for the diary

Parish Council Meetings: 19th January 2023, 16th March 2023