

M I N U T E S of The ANNUAL GENERAL MEETING
of Twyning Parish Council held in Twyning Village Hall at
8.45pm on the 9th May 2022

Councillors Present: Ellis, Ferguson, Hadley, Horsfall (Chair), Murray, Nottage, Wardrop
Also Present: Clerk/RFO, 4 members of the public

519	<p><u>Appointment of a Chairman for the year 2022-23</u></p> <p>Cllr Hadley was appointed by unanimous vote. Cllr Hadley thanked Cllr Horsfall for all his hard work as Chairman over the past few years.</p>																
520	<p><u>Welcome</u> The Chairman will ask if anyone wishes to record or film the meeting. There were no requests</p>																
521	<p><u>Apologies for absence</u> Councillors are reminded to give their apologies in writing to the clerk prior to any meeting. Apologies were accepted from Cllr Bartlam</p>																
522	<p><u>Declaration of interest/Requests for Dispensation</u> Councillors are reminded to update their interests with any relevant change of personal circumstances There were no declarations or requests</p>																
523	<p><u>Appointment of a Vice Chairman for the year 2022-23</u></p> <p>Cllr Wardrop was appointed by majority vote.</p>																
524	<p><u>Approval of the Minutes of the meeting held on 11th April 2022</u></p> <p>The minutes were approved by all those who had attended</p>																
525	<p><u>Appointment of Working Groups and Committees</u> Village Hall – Delta Ferguson Minibus – Denis Murray Emergency Committee – Delta Ferguson Recreation Working Group – (already appointed – James Bartlam/Ben Nottage) Village Green Working Group – Ben Nottage, James Bartlam Tree Warden – Dave Luckett volunteered Staffing Committee – Peter Hadley, Alan Wardrop, Delta Ferguson Planning Committee – Peter Hadley, Paul Ellis, Jeremy Horsfall, Alan Wardrop</p>																
526	<p><u>Receive reports from any external meetings attended by Parish Councillors</u> Review of the ACV Hillend Road “Nut Orchard” (Landslip) – Update from Cllr Horsfall – Cllr Horsfall advised that the listing was maintained.</p>																
527	<p><u>Planning Matters</u> Planning Matters may be delegated to a Committee or individual for reply due to the shortness of time at this meeting 22/00421/TPO: TPO 158 - T1 Horse Chestnut. Tree overhangs the garden to the west. It has over-long limbs, for which the tree is struggling to compensate. Recommend a minor crown reduction and reshaping on the horse chestnut. 2m off height and 2m to 3m off radii – No Objection 22/00262/FUL Demolition of existing garage and erection of a replacement garage. 1 Paxhill Lane, Twyning, Tewkesbury - No Objection 22/00515/TCA Reduction to 2 x conifers and 2 x Christmas trees and 8 leylandi – The Rookery, Church End, Twyning – No Objection</p>																
528	<p><u>Finance & Governance</u> 1. <u>To agree April payments</u> The list of payments was presented:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Payments April</th> <th style="text-align: right;">23.85</th> <th style="text-align: right;">23.85</th> <th style="text-align: right;">0</th> </tr> </thead> <tbody> <tr> <td>PATA (payroll services)</td> <td style="text-align: right;">23.85</td> <td style="text-align: right;">23.85</td> <td style="text-align: right;">0</td> </tr> <tr> <td>HMRC PAYE/NIC</td> <td style="text-align: right;">688.46</td> <td style="text-align: right;">688.46</td> <td style="text-align: right;">0</td> </tr> <tr> <td>One.Com (email hosting for year)</td> <td style="text-align: right;">86.72</td> <td style="text-align: right;">72.27</td> <td style="text-align: right;">14.45</td> </tr> </tbody> </table>	Payments April	23.85	23.85	0	PATA (payroll services)	23.85	23.85	0	HMRC PAYE/NIC	688.46	688.46	0	One.Com (email hosting for year)	86.72	72.27	14.45
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J Brookes (Grasscutting)	880	880	0
Twynning VHMC	16	16	0
Costwold Web (website hosting)	24	20	4
Administration Costs	933.29	933.29	0
Mileage, Office Allowances	36.7	36.7	0
Packwood Printers (printing flyers)	85	85	0
Sinclair (minibus lease)	456	380	76
Bank charges	8	8	0
Sarah Don Bramah (Website Editor)	140	140	0

2. Receive any risk assessments – **Not yet prepared**

3. Receive the Internal Auditors Report -The Internal Auditors Report was received and noted. The Auditor had not accepted that the accounts were published because the signature line was printed instead of signed. The Council discussed whether it was appropriate to publish signatures and agreed it was not.

4. Agree allocation of earmarked reserves – **These had been agreed in the preparation of the draft accounts at the April meeting and were noted as follows:**

Emergency Committee	1200
Minibus Fund	8465
Capital Projects	25000
CIL	1965

5. Agree the Year End Bank Reconciliation, Statement of Variances

Agreed Year End balances totalled £52178, The statement of Variances was agreed

6. Agree the Annual Governance Statement 2021-22 points 1-9 The Council **agreed the Statement and it was signed by the Chairman and RFO**

7. Agree the Accounting Statements for 2021-22 **The signed statements were presented, agreed by the Council and counter signed by the Chairman**

8. Agree that the Council is eligible and will use the General Power of Competence where applicable -**The Council confirmed eligibility and continued use of GPC**

9. Check and agree that the following policies are up to date:

Standing Orders/Financial Regulations/Publication Scheme/Grants Policy/Communications Policy/Code of Conduct/Co-option Policy/Retentions & Disposals Policy/Privacy Notice/Field Hire Policy

The Clerk advised a change to Standing Order No. 18 – **the revised wording was agreed by the Council as follows:**

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- the keeping of accounting records and systems of internal controls;
 - the assessment and management of financial risks faced by the Council;
 - the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- a specification for the goods, materials, services or the execution of works shall be drawn up;
 - an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016**

	<p>apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.</p> <p>Regulation 33 defines a "framework agreement" as an agreement between one or more contracting authorities and one or more economic operators, the purpose of which is to establish the terms governing contracts to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged. Contracting authorities may conclude framework agreements if they apply the procedures in Part 2 of the 2015 Regulations. Regulation 33 provides that framework agreements should not exceed 4 years except in exceptional circumstances.</p> <p>10. <u>Consider any insurance renewal quotations</u> – renewal documentation chased but not yet received</p>
529	<p><u>Updates of any Matters Progressing from the Last Meeting</u> Footpath improvements – Council to consider the need for a utilities survey before any groundworks are carried out Council considered this unnecessary as it was unlikely that the excavation would be more than a few inches deep.</p>
530	<p><u>Date of Next Meeting/Venue & Format</u> 13th June 2022</p>