

UPTON BISHOP PARISH COUNCIL

Councillors are summoned to attend a meeting of the Upton Bishop Parish Council on Tuesday 06 February 2024 at 1900 in the Upton Bishop Millennium Hall

AGENDA

- 1. To consider accessing HALC Clerk Cover for the meeting.**
- 2. To receive apologies for absence.**
- 3. To receive declarations of interest and written dispensation requests.**
- 4. To consider the minutes of the meeting held on 7th November 2023:**
 - 4.1. To amend item 6.1 in accordance with PKF amendment
- 5. Public Participation:**
 - 5.1 Ward report.
 - 5.2 Public Session.
- 6. Finance:**
 - 6.1. To receive an update on Bank balances and agree actions as necessary.
 - 6.2. To receive an update on Q3 Income v Expenditure and agree actions as necessary.
 - 6.3. To consider the following invoices due for payment:
 - 6.3.1. £558.24 inc VAT– HALC payment – clerk cover – 2/8/22 & 6/9/22 (cleared at PC mtgs 2 Aug and 6 Sep 22)
 - 6.3.2. £297.12 inc VAT – HALC payment – clerk cover – 1/11/22 (cleared at PC mtg 1 Nov 22)
 - 6.3.3. £315.12 inc VAT – HALC payment – clerk cover – 6/2/24
 - 6.3.4. £994 – *Repayment* to Buses4us after Lloyds returned cheque (link item 6.4.2)
 - 6.3.5. £168.23 - Herefordshire Council – Election costs.
 - 6.3.6. £20 - Millenium Hall - Hall hire for PC mtg Nov 23
 - 6.3.7. £576 - Wayne Reed – Lengthsman work in Nov 23
 - 6.3.8. £1152 – Wayne Reed – Lengthsman work in Dec 23 (£576) & Jan 24 (£576)
 - 6.3.9. £664.04 inc VAT - HALC – Annual Subscription 2024/25
 - 6.3.10. £1719.29 – UK Govt Debt Office Management – Jan 24 (Last repayment for the Village Hall loan)
 - 6.4. To note the following receipts:
 - 6.4.1. Payment from HC for 2nd payment under the Lengthsman grant scheme - £1440
 - 6.4.2. Refund of cheque returned by Lloyds bank - £994
 - 6.4.3. VAT reclaim - £1700.24 – from period 15/2/22 – 22/11/23
 - 6.5. To receive an update on the External Auditors report and agree actions as necessary:
 - 6.5.1. To ratify amended AGAR document: UBPC Annual Governance Statement on Non-Compliance 22/23.
 - 6.5.2. To ratify amended AGAR document: UBPC Annual Accounting Statement 22/23.
 - 6.5.3. To confirm Chairman as RFO (link item 6.1 Jul 23 Mins.)
 - 6.5.4. To consider Parish Council response to objections to AGAR 22/23:
 - 6.5.4.1. Objection: 12.
 - 6.5.4.2. Objections: 18 & 21.
 - 6.5.4.3. Objections: 22, 23, 30.
- 7. Highways:**To receive an update concerning the Traffic Calming project and agree actions as necessary.
- 8. Lengthsman:**
 - 8.1. To receive an update on works carried out by the Lengthsman and agree actions as necessary.
 - 8.2. To ratify response to the 24/25 Lengthsman Scheme due 31st January.
- 9. Recruitment:** To receive an update on the recruitment of a Parish Council clerk and agree actions as required.
- 10. Footpaths:** To receive an update and agree actions as necessary.
- 11. Website:** To receive an update and agree actions as necessary.
- 12. Millenium Hall:** To receive an update and agree actions as necessary.
- 13. To consider items for the next agenda.**
- 14. Chairmans closing remarks.**
- 15. Next Meeting:** To note the date of the next meeting Tue 2 Apr 24.

Signed: *M Rusby* (Chairman)

Dated: 31 Jan 24