

PRISTON PARISH COUNCIL

Jocelyn Nichols
Laira
Priston
0773 4069751
parishclerk@priston.org.uk

Dear Councillor

1/5/2024

You are summoned to attend the **Annual Meeting** of Priston Parish Council to be held on Monday 13th May 2024 in the village hall, commencing at 7.00pm.

Jocelyn Nichols
Clerk to the Parish Council

A G E N D A

1. Sign declaration of acceptance of office
2. Election of Chairman
3. Declaration of Acceptance of Office – Chairman
4. Election of Vice-Chairman
5. Appointment of Internal Auditor and Finance Representatives
6. To sign Conflict of Interests form
7. Appointment of Planning Representatives
8. Appointment of Footpaths Representative
9. Appointment of Village Hall Representative
10. Appointment of Roads and Highways Representative
11. Appointment of Representative to Priston AED Project
12. Appointment of Climate and Ecological Emergency Representative
13. Appointment of Flooding Representative
14. Matters raised by parish residents
15. To note apologies

16. To agree Minutes of Annual Meeting held on Monday 15th May 2023
17. To agree minutes of ordinary meeting held on Monday 11th March 2024
18. Matters arising not covered elsewhere.
19. To discuss Festival application for CIL money for a new tent
20. Clerk's Report:
 - i. To present financial report for financial year 1 April 2024 to 31 March 2025
 - ii. To present a review of the council's Asset Register
21. To consider, approve and sign the 2023/24 Annual Governance Statement
22. To consider, approve and sign the 2023/24 Accounting Statement
23. To consider and approve 2024 Standing Orders, Financial Regulations, Risk Assessment
24. To review and sign the 2024 Councillors' Register of Interests
25. To agree dates for public access to accounts
26. Roads and Highways
27. Planning including new procedure notes and Mead Cottage application
28. Flooding
29. To report on the Climate and Ecological Emergency
30. To report on footpaths
31. To report on external meetings and agree attendance at future meetings
32. Any other business
33. Date of next Meeting –Monday 1st July 2023 in the village hall.

Previous Minutes are available to view at www.priston.org.uk

Priston Parish Council Financial Report May 2024 for 2024/2025 Financial Year

Period 1 April 2024 to 1 May 2024

INCOME	£	EXPENDITURE	£
Cash at Bank on 1 April 2024		Income and cash carried forward	12,038.37
Current Account	4,445.65	See p 2 for itemised expenses	
CIL	3,678.22	Total	1,295.87
Total Income for Period	3914.50		
<u>Total current income and cash</u>	<u>12,038.37</u>	<u>Balance on 1 May 2024</u>	<u>10,742.50</u>
<u>Forecast for remainder of financial year to 31 March 2024</u>			
Expected Income		Expected Expenditure to 31 March 2024	13355.60
Precept	3914.5		
TOTAL INCOME	15,952.87	Expected Balance at 31 March 2024	<u>1,301.40</u>

Payments 2024-25

Period 1 April 2024 to 1 May 2024

Date	Payee	Transaction	Description	Gross Amount	VAT
02-Apr-24	D Keeling	Elec	Defibrillator power pack	£ 138.00	
04-Apr-24	ALCA	Elec	Subs	£ 77.43	
18-Apr-24	DM Payroll	Elec	Payroll administration	£ 120.00	
30-Apr-24	Jocelyn Nichols	Elec	Pay for April	£ 768.44	
30-Apr-24	HMRC	Elec	Tax for April	£ 192.00	
Total				£ 1,295.87	
Income					
04-Apr-24	B&NES	Elec	Precept		£3,914.50

Priston Parish Council

Income and Expenditure against Budget 2024-25

Item	Actual to 1			VAT
	Budget May	Expected	Forecast to 31 March	
CIL Carried forward	3678	3678		3678
End of Year Cash c/f	4446	4446		4445.65
Income				
Precept	7829	3915	3915	7829
VAT Re-Imbursement				0
Total	15953	12038	3915	15953
Expenditure				
Village Facilities				
Green Thumb	150		150	150
Christmas Presents and Donation	60		60	60
Water Supply/ Fountain & Trough	250		250	250
Defibrillator Training	600		600	600
Defibrillator Installation and Running Costs	300	138	162	300
Rock Salt and Gritting	500		500	500
Website	300		300	300
Climate Emergency	300		300	300
Midsomer Norton Dial a Ride	40		40	40
Cam Valley Wildlife	5		5	5
CPRE	100		100	100
Music Festival	500		500	500
Accountancy Fees	50		50	50
Ditch Clearing	150		150	150
Finger Posts	100		100	100
CIL	3678		3678	3678
Total	7083	138	6945	7083
Administration				
Clerk's Salary	6333	960	5606	6566
Payroll administration	120	120		120
Stationary/Print/Travel	20		20	20
ALCA	79	77		77
Clerk's Broadband	120		120	120
Insurance	300		300	300
Internal Auditors	50		50	50
Village Hall Rental	260		260	260
Hall Heating	20		20	20
Information Commissioner's Office	35		35	35
Total	7337	1158	6411	7568
Total Facilities and Administration Expenditure	14420	1296	13356	14651
Income - Expenditure	1533			1301