

# BROAD TOWN PARISH COUNCIL

**Annual Meeting of the Parish Council – Monday 17<sup>th</sup> May 2021 at 6.30pm  
Held in the Village Hall**

## **PUBLIC PARTICIPATION**

### **A G E N D A**

#### **1. ELECTION OF CHAIRMAN**

To elect a Chairman of the Parish Council for the year 2021/22.

#### **2. ELECTION OF VICE CHAIRMAN**

To elect a Vice Chairman of the Parish for the year 2021/22

#### **3. APOLOGIES**

To receive apologies for absence.

#### **4. DECLARATIONS OF INTEREST**

In accordance with the Parish Council's Code of Conduct, all Members are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable interests.

#### **5. MINUTES**

To confirm as a true record the minutes of the Parish Council Meeting held on Monday 12<sup>th</sup> April 2021.

**6 PLANNING APPLICATIONS RECEIVED**

<b>Application Number</b>	<b>Applicant</b>	<b>Location of Development</b>	<b>Description of Development</b>
21/01910/FUL	Mr G Gregory	Tyning Farm Cotmarsh Broad Town SN4 7RA	Retrospective consent for extension to and use of 1 no. agricultural building for the housing of livestock.  Deadline for comments:19.05.21
21/01911/FUL	Mr G Gregory	Tyning Farm Cotmarsh Broad Town SN4 7RA	Retrospective consent for extension to and use of 1 no. agricultural building for the housing of livestock.  Deadline for comments:19.05.21
21/01912/FUL	Mr G Gregory	Tyning Farm Cotmarsh Broad Town SN4 7RA	Erection of agricultural building with associated works, including improvement to, and continuation of use of an access track.  Deadline for comments:19.05.21
PL/2021/04122	Mr and Mrs Young	Merlins Gate Broad Town Road Broad Town SN4 7RB	Notification for Prior Approval under Class Q for a Change of Use of Agricultural Building to a Dwelling (Use Class C3) and for Building Operations Reasonably Necessary to Convert the Building (Revision to 20/09825/PNCOU)  Deadline for comments:19.05.21

All planning documents and decisions can be viewed at:  
<https://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/Home.aspx>

## **7. FINANCE**

### **7.1 END OF YEAR BANK BALANCES AND BANK RECONCILIATION at 31.03.21**

Balances:

Treasurers Account	£4732.51
Capital Projects Account	£5467.09
Community Fund	£10048.81

#### **Bank reconciliation:**

Treasurers Account	£4732.51
Less unpresented cheques	£Nil
Cashbook Balance	£4732.51

### **7.2 BANK BALANCES AND BANK RECONCILIATION at 30.04.21**

Balances:

Treasurers Account	£12404.75
Capital Projects Account	£ 8507.64
Community Fund	£10048.81

#### **Bank reconciliation:**

Treasurers Account	£12404.75
Less unpresented cheques	£Nil
Cashbook Balance	£12404.75

## **8. INTERNAL AND EXTERNAL AUDIT 2020/21**

### **8.1 CERTIFICATE OF EXEMPTION**

The gross income and gross expenditure of the Parish Council does not exceed £25,000 in the account year ended 31 March 2021. The Parish Council can therefore exempt itself from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Members are requested to resolve to exempt the Parish Council from a limited assurance review and complete page 3 of the Annual Return, accordingly.

### **8.2 APPROVAL OF THE ANNUAL RETURN AND ANNUAL GOVERNANCE STATEMENT**

Members are requested to approve the Annual Governance statement 2020/21 as detailed in Section 1 of the Annual Return by a formal resolution.

Members are requested to approve and sign the Annual Return and Year End Accounts for 2020/21, by formal resolution.

### **8.3 INTERNAL AUDIT REPORT**

The internal audit report and action plan is circulated for members to consider.

## **9. VAT RETURN**

The VAT return for 2021/22 has been completed and the claim form circulated.

## **10 PAYMENTS FOR APPROVAL**

### **10.1 INTERNAL AUDIT FEES**

Members are requested to approve the payment of £162.00 (inc. VAT) to Auditing Solutions for internal audit services.

### **10.2 BROAD TOWN PARISH COUNCIL WEBSITE- ANNUAL HOSTING COSTS**

Members are requested to review and approve the annual hosting cost of £273.60 (inc. VAT) to BWP creative Ltd.

### **10.3 INSURANCE PREMIUM – COMMUNITY FIRST TRADING**

Members are requested to approve the insurance premium for 2021/22 at a 1 year cost of £256.49. Quote and schedule from Community First Trading is circulated with the agenda.

## **11. EXCHANGE OF INFORMATION**

**Please note no decisions can be made on these items. Anything raised which requires a decision of the council will be included as an agenda item at the next Parish Council meeting.**