



ITEM		ACTION
6	<p><b>MARLBOROUGH AREA NEIGHBOURHOOD PLAN (MANP)</b></p> <p>The Neighbourhood Plan is being reviewed by the Inspector. He has published a response for members of the committee to respond to.</p>	
7	<p><b>FOREST LIAISON OFFICER REPORT</b></p> <p>NE had a telephone conversation with Forestry England. They have re-started work to the ash trees alongside the A346. Apparently they have also put in a request to completely close the road, possibly from about mid-February, for several weeks to carry out further works. As the A345 is also partly closed just now for tree works there it was assumed that any full closure of the A346 would not happen until the A345 was fully open again.</p>	
8	<p><b>FINANCE OFFICER'S REPORT</b></p> <p><b>Banking</b></p> <ul style="list-style-type: none"> <li>- Since the last meeting, <ul style="list-style-type: none"> <li>a) Payments made / received: 16Dec -£171.12 – TEEC – Website hosting and domain charges</li> <li>b) Invoices received, in the process of payment: Nil</li> </ul> </li> <li>- Total funds at date of meeting are £ 6,682 and are held as follows: Payments a/c : £ 181.71 Interest a/c : £ 6,500.33</li> </ul> <p><b>Accounts</b></p> <ul style="list-style-type: none"> <li>- Total funds at date of meeting are as follows: Precept a/c : £ 6,682.01 CIL a/c : £ 0.00</li> </ul> <p><b>Budgeting</b></p> <ul style="list-style-type: none"> <li>- Precept account: Expenses this year (2021-22) to date are £1,239.12 (95% of Precept income).</li> <li>- CIL account: Total income has been £4,243.25 since 2018. Expenditure since 2018 has included £437.00 on bus stop maintenance and £3,806.25 towards roadside white gates and signs. The received funds are therefore now fully depleted.</li> <li>-</li> </ul>	
9	<p><b>2022/2023 PRECEPT</b></p> <p>There was some discussion on the matter. It was agreed that no increase would be needed in the precept for FY 2022/2023 so GS would submit the appropriate form requesting a precept of £1,300.</p>	GS

ITEM		ACTION
10	<p><b>WEBSITE</b></p> <ul style="list-style-type: none"> <li>- NB has provided login details for the Parish website to GS &amp; SS so they can also learn how to manipulate it, so that the PC were not completely reliant on NB for this.</li> <li>- NB had changed the logo on the website for the amended version provided by NE. She had also changed the website to a green theme rather than blue to reflect our locations around the Savernake Forest, although NE noted that a couple of pages still have blue headings.</li> <li>- It was suggested that it would be useful to add some of the AGE UK winter grant information from their recent email to the website.</li> </ul>	<p>GS/SS</p> <p>NB</p>
11	<p><b>CATG 5190</b></p> <ul style="list-style-type: none"> <li>• <u>Clench Common - speed limit and traffic calming</u> GS had contacted the Ramsbury Estate Office a few times but as yet had not received a response.</li> </ul> <p>MP Had been unable to attend the last CATG meeting but the request for a speed limit review in the area had been added to their agenda.</p>	<p>MP</p>
12	<p><b>EXPENSE POLICY</b></p> <p>Discussion focused on 2 areas:</p> <ol style="list-style-type: none"> <li>1. The replacement of the Council’s current policy of reimbursement of petrol expenses (based upon production of a receipt) with a calculation based upon a mileage allowance, and</li> <li>2. The documentation of the Council’s Expenses Policy.</li> </ol> <p>Following discussions, it was agreed to formulate a new policy for compensating Councillors for the use of their cars on Council business. It was proposed that the cost of journeys outside the Parish would be reimbursed at the Government published rate (currently 45p / mile), in order that Councillors are compensated for ‘wear and tear’ as well as fuel. It is believed that this is in line with other small parish councils. It was agreed that Council approval would need to be sought prior to any journey being made, and that a Council claim form would need to be filled out to give the necessary audit controls.</p> <p>The Council has been publishing Policy documents in recent years in order to formalise / clarify systems and procedures, and to provide parishioner transparency.</p>	<p>ALL</p>

ITEM		ACTION
	<p>A written Expenses Policy is needed as part of this programme to clearly document the practices that are already in place, and to ensure that anyone volunteering their time on behalf of the Council is not deterred from so doing if they might incur costs which they are unable to cover. The practice of seeking Council agreement prior to incurring any expense, as well as the principle of reimbursement of expenses based upon receipts (subject to the introduction of the mileage allowance), will continue.</p> <p>The new Expenses Policy document, including a section related to the proposed mileage allowance and its associated claim form, will be circulated among Councillors for comment before the next meeting so that the policy can be finalised and then voted on at that meeting.</p>	
<b>13</b>	<p><b>RISK ANALYSIS</b> The councillors had updated their sections of the Risk Analysis. It can now be uploaded to the Website and submitted to the Auditor.</p>	
<b>14</b>	<p><b>DATES OF NEXT MEETING</b> SPC Annual Meeting – 3<sup>rd</sup> May 2022 7.30 St Katharine’s Church Annual Parish Meeting – 10<sup>th</sup> May 2022 7.30 St Katharine’s Church 12<sup>th</sup> July 2022 11<sup>th</sup> October 2022</p>	ALL

Signed ... *Guy Singleton* .....

Date ... 3<sup>rd</sup> May 2022 .....

Name ... J G R Singleton, Chair .....