



**ANNUAL COUNCIL MEETING**  
**Memorial Hall, Oxford Street,**  
**Aldbourne**  
**14 May 2025 – 7.30 pm**

**To the Members of Aldbourne Parish Council:**

You are hereby summoned to attend a meeting of Aldbourne Parish Council when it is proposed to transact the business on the agenda.

Apologies for absence should be advised to the Clerk prior to the meeting.

**A G E N D A**

In accordance with the Public Bodies (Admissions to Meetings) Act 1960, the Council may decide to exclude the public on the grounds of the confidential nature of the business to be transacted on any item within this agenda.

<b>Item</b>	<b>Detail</b>	<b>Enc</b>
<b>1/25. Chairman</b>	To <b>elect</b> Chairman of the Council for 2025/2026.	
<b>2/25. Vice Chairman</b>	To <b>elect</b> Vice Chairman of the Council for 2025/2026.	
<b>3/25. Apologies</b>	To <b>note</b> apologies for absence.	
<b>4/25. Interests</b>	To <b>receive</b> pecuniary or non-pecuniary declarations of interest for agenda items and <b>consider</b> any dispensations requested.	
<b>5/25. Finance Report</b>	To <b>consider</b> Finance Report from the Finance Group meeting held on 23 April 2025 and the recommendations within it.	✓
<b>6/25. Annual Finance</b>	To <b>consider</b> Annual Financial Statement for 2024/25.	✓
<b>7/25. Internal Audit</b>	To <b>consider</b> Annual Internal Audit Report.	✓
<b>8/25. AGAR Section 1</b>	To <b>consider</b> External Audit Section 1 – Annual Governance Statement 2024/25.	✓
<b>9/25. AGAR Section 2</b>	To <b>consider</b> External Audit Section 2 – Accounting Statement 2024/25.	✓
<b>10/25. Insurance</b>	To <b>review</b> insurance renewal (Yr 3 of 3).	✓
<b>11/25. Subscriptions</b>	To <b>consider</b> renewal of WALC subscription for 2025/26	✓
<b>12/25. Standing Orders</b>	To <b>consider</b> amendments to Standing Orders 17 (Code of Conduct Complaints) & 22 (Financial Controls and Procurement) and the addition of Handling Staff Matters (23).	✓
<b>13/25. Policies</b>	To <b>consider</b> adoption of Investment Policy and Asset Policy.	✓
<b>14/25. Payments</b>	To <b>review</b> direct debit and standing order payments.	✓
<b>15/25. Co-option</b>	To <b>consider</b> co-option to fill four vacancies remaining after the 1 May 2025 uncontested election.	

16/25.	<b>Meeting Dates</b>	To <b>consider</b> meeting dates for 2025/26.	✓
17/25.	<b>Planning Committee</b>	To <b>consider</b> appointment of Chairman and Vice Chairman of the Planning Committee.	
18/25.	<b>Appointments</b>	To <b>consider</b> appointment of village responsibilities, parish representation on outside bodies and liaison roles for 2025/26.	
19/25.	<b>Dabchick Articles</b>	To <b>consider</b> the order for articles to be submitted to the Dabchick.	
20/25.	<b>Minutes</b>	To <b>consider</b> the Minutes of the last Full Council meeting.	
21/25.	<b>Outstanding Items</b>	To <b>report</b> on the progress of outstanding items which do not require further decision.	✓
22/25.	<b>Accounts</b>	To <b>consider</b> contractual & delegated payments and payments to be made.	✓
23/25.	<b>Payment Authorisation</b>	To <b>consider</b> temporary delegation for payment authorisation whilst new signatories are added to the bank mandate.	✓
24/25.	<b>Clerks report</b>	To <b>receive</b> verbal report from the Clerk.	
25/25.	<b>Public Session</b>	To <b>receive</b> questions and requests from members of the public (see Note <sup>1</sup> ).	
26/25.	<b>VE80</b>	To <b>receive</b> report on VE80 event from Cllr Butler.	
27/25.	<b>Village Events</b>	To <b>consider</b> events on the village green by Aldbourne Band for 2025.	✓
28/25.	<b>Councillor Reports</b>	To <b>note</b> reports from councillors in relation to Parish Council business or village.	
29/25.	<b>Public Session</b>	To <b>receive</b> questions and requests from members of the public (see Note <sup>1</sup> ).	
30/25.	<b>Next Meeting</b>	To <b>note</b> date of the next meeting.	✓

Signed: *K. Clay*

Proper Officer & Responsible Financial Officer of the Council

8 May 2025

**Note**<sup>1</sup> – Members of the public are very welcome to attend and up to a total of 10 (ten) minutes will be allowed at this meeting for questions to the Chairman. It should be noted however, that this is a meeting in public, not a public meeting and thus public participation is limited to within the two agenda items allocated. If detailed background information is required, prior notice to the Clerk is advised. No decisions can be made on questions or issues raised during the public items. If the Council so wishes, these can be added to a future agenda for consideration.

## **5/25 Finance Report**

### **Finance Report from Meeting Held Wednesday 23 April 2025**

#### **1 Assets**

The assets and changes during 2024/2025 were noted.

The following changes were made to the 2025-2026 asset lists:

The values will be updated to the same as the insurance schedule, once received.

All items £100 and under are to be recorded separately and will not be added to the fixed asset list. The values on these items will not be changed during the time of ownership.

The low value items on the fixed asset register were removed.

A location for all items has been added.

A copy of the asset document can be viewed [HERE](#).

**Recommendation to Full Council:** To note the changes for 2024/2025 and accept the changes made to the 2025/2026 asset register.

#### **2 Risk Assessment/Management**

The document 2024/25 document was reviewed, and the following changes were made to the 2025/2026 asset register.

- Amenity Space: Football pitch – Updated to show now in use by ARFC with some maintenance being undertaken directly by them.
- Amenity Space: Palmer's Field – Lease dates updated.
- Amenity Space: Southward Triangle – Cllr responsibility to be updated following May meeting.
- Financial Management – Will be updated to reflect amended Standing Orders and Financial Regulations once adopted by the Council.
- Financial Management – New risk/management for loss of signatories due to elections and removal of access to bank accounts by councillors no longer on the Council.
- Sports Equipment: BMX and zip wire – Lease dates updated.
- Property: Bus shelter – New risk/management through neglect of upkeep.

A copy of the risk assessment/management document can be viewed [HERE](#).

**Recommendation to Full Council:** To note the changes for 2024/2025 and accept the changes made to the 2025/2026 Risk Assessment/Management.

#### **3 Insurance Renewal**

The insurance renewal was not available for review at this meeting. The renewal will be the second year of a three-year deal.

#### **4 Review of 2024/2025 finance**

This was carried out as part of item 6.

## **5 Review of Reserves up to 31 March 2025**

The final reserves for the year total £64,823 which is higher than the budget of £45,077. The total budgeted expenditure was £60,355 but only £45,109 was spent (underspend £15,246).

The budget was underspent for most categories, with the biggest underspends being:

Amenity Upkeep - £8,723

Beating the bounds - £252

LHFIG - £1,000

Palmer's Field - £1,620

Tree works - £3,800

Toilets & Community Room - £589

YC - £2,500

Whilst there was some expenditure which was not budgeted for, it was possible to take this money from the general reserves.

General reserves were used for the following large expenditure:

- £500 – Towards a new defibrillator.
- £2,400 – Towards new fencing at the Scout & Guide hut
- £265 – Flood equipment

The large general reserves were discussed, but it was felt that these could be left as they currently are, and the new Council could decide whether they need to be vired to named reserves when reviewing reserves later in the year.

A copy of the reserves document can be viewed [HERE](#).

**Recommendation to Full Council:** To accept the reserves as presented.

## **6 External Audit 2024/25**

### **i. Consider responses to questions on AGAR Section 1 – Annual Governance Statement and recommendation to Full Council**

**Recommendation to Full Council:** The response to all questions should be 'Yes' on Section 1 of the 2024/25 AGAR.

### **ii. Review of the AGAR Section 2 – Accounting Statements**

#### **iii. Review of bank reconciliation**

Both documents and the 2024/2025 year end finance document were reviewed, and the figures recorded by the RFO were confirmed as correct.

**Recommendation to Full Council:** To approve Section 2 of the 2024/25 AGAR.

### **iv. Review of explanation of variances**

The explanation for the variance on receipts as recorded by the RFO were reviewed.

**Recommendation to Full Council:** To accept the explanations as presented.

## **7 Review of Community Infrastructure Levy receipts & payments**

The report provided by the RFO was confirmed as correct and will be added to the website and reported to Wiltshire Council.

**8 Review of parish Online mapping costs**

As per the resolution made at item 21/14 on 19 May 2021 the finance group reviewed the annual subscription cost. There is no change in the amount for 2025/26.

**Recommendation to Full Council:** To renew the Parish Online subscription at a net cost of £60.

**9. Any other finance business**

The RFO had presented a draft Asset Policy and Investment Policy to the finance group to review.

**Recommendation to Full Council:** To adopt the Asset and Investment Policies.

The RFO has monitored VAT during the last year and confirmed that it would be simple and worthwhile reclaiming it on a quarterly basis.

**Recommendation to Full Council:** That the VAT is reclaimed at least once a quarter. With the first year being a claim for three quarters and the following years four.

The Octopus 12 month tariff for the toilets and community room ends on 19 June 2025.

The recommendation from the RFO was to take out another 12 month no standing charge tariff.

**Recommendation to Full Council:** That a new Octopus Energy 12 months no standing charge electricity tariff should be taken out for the toilets and community room electricity at the end of the existing tariff period.

Mrs K Clay  
Responsible Financial Officer  
23 April 2025

**PROPOSED MOTION FOR 14 MAY 2025**

To accept the Finance Report as presented and all the recommendations made by the Finance Group within it.

Aldbourn Parish Council – Supporting papers

**6/25 Annual Finance**

Aldbourn Annual Council Meeting

Aldbourn Parish Council

Financial Statement for year ending 31 March 2025

	Opening Balance 01.04.24 £	Closing Balance 31.03.25 £		
Current Account	1,689.28	564.71	Opening balance	49,022.43
IA Deposit Account	47,333.15	64,258.11	Plus receipts	60,909.64
Total from statements	49,022.43	64,822.82	Less payments	-45,109.25
Unpresented cheques	0.00	0.00	Total	64,822.82
Total from accounts	£49,022.43	£64,822.82		

Payments Category	Gross Total £	VAT Total £	Net Total £	Receipts	
				Category	Gross Total £
Additional meeting costs	25.00	0.00	25.00	Allotments	75.00
Allotments	0.00	0.00	0.00	Feast tolls	120.00
Amenity upkeep	679.01	51.68	627.33	Football field maintenance donation	0.00
Audit fees	428.00	63.00	365.00	Goddards Lane rent	1.00
Bank services fees	4.25	0.00	4.25	Palmer's Field rent	1.00
Clerks expenses	245.70	0.00	245.70	Precept	54,020.00
Defibrillator maintenance	800.00	0.00	800.00	Storage Rooms	100.00
Donations	2,500.00	0.00	2,500.00	Toilets/Community room	668.24
Flood management/prevention	316.00	50.61	265.39	VAT (23/24)	5,185.86
Football field maintenance	158.90	26.48	132.42	Wayleave	13.58
Insurance	2,003.92	0.00	2,003.92	Interest	724.96
Library	5,400.00	0.00	5,400.00	<b>Total</b>	<b>60,909.64</b>
Mildenhall	1.00	0.00	1.00		
Mowing (village & football field)	7,860.00	1,310.00	6,550.00		
Office costs	588.57	29.44	559.13		
Palmer's field maintenance contribution	1,056.00	176.00	880.00		
Palmer's field maintenance (general)	0.00	0.00	0.00		
Playing fields/areas	1,591.90	230.48	1,361.42		
Rectory Wood	240.00	40.00	200.00		
Room hire	222.50	0.00	222.50		
Solicitor	0.00	0.00	0.00		
Southward	0.00	0.00	0.00		
Speed Indicator Devices (SIDs)	266.77	0.00	266.77		
Staffing Costs (including PAYE/NIC)	9,674.48	0.00	9,674.48		
Tennis Courts	0.00	0.00	0.00		
Toilets/Community Rm	6,235.36	324.75	5,910.61		
Toilets refurbishment	0.00	0.00	0.00		
Training & Conferences	0.00	0.00	0.00		
Travel (councillors)	22.25	0.00	22.25		
Trees	0.00	0.00	0.00		
Vodafone Disbursement	1,500.00	0.00	1,500.00		
WALC Subscription	760.86	126.81	634.05		
Website	28.78	0.00	28.78		
Youth Council Funding	2,500.00	0.00	2,500.00		
	<b>£45,109.25</b>	<b>£2,429.25</b>	<b>£42,680.00</b>		

K.Clay  
Clerk/RFO to Aldbourn Parish Council  
05.04.25

**7/25 Internal Audit**

A full copy of the internal audit report can be viewed [HERE](#).

**Annual Internal Audit Report 2024/25**

Aldbourne Parish Council

aldbourne.net/aldbourne-parish-council

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. <b>No cash used</b>			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered") <b>not exempt</b>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

21/04/2025

CHRISTOPHER MCGOWAN

Signature of person who carried out the internal audit

*C. H. McGowan*

Date

21/04/2025

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

**8/25 – AGAR Section 1**

As per item 6/25 the recommendation is to answer Yes to questions 1-8.

**Section 1 – Annual Governance Statement 2024/25**

We acknowledge as the members of:

Aldbourn Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		Yes* means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

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**9/25 – AGAR Section 2**

As per item 6/25 the recommendation is to approve the AGAR Section 2.

**Section 2 – Accounting Statements 2024/25 for**

Aldbourne Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	51,921	49,022	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	46,000	54,020	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	8,028	6,890	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	9,209	9,674	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	47,718	35,435	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	49,022	64,823	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	49,022	64,823	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	92,589	94,004	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date 05/04/2025

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

**10/25 Insurance**

**PROPOSED MOTION FOR 14 MAY 2025**

To delegate to the Clerk to renew the insurance up to the budget value of £2,164. Should the renewal cost be higher than the budget, and in order to avoid a disruption to insurance cover, the Clerk will liaise with the Chairman and lead of the Finance Group and any additional expenditure will be agreed as per existing delegation in the Council's Financial Regulations.

**11/25 Subscriptions**

**PROPOSED MOTION FOR 14 MAY 2025**

To renew membership of WALC for 2025/2026 at a net cost of £683.73.

**12/25 Standing Orders**

**17. CODE OF CONDUCT COMPLAINTS**

- ~~a) Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 12, report this to the Council.~~
- ~~b) Where the notification in standing order 15(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another person to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 15(d).~~
- e) The Council may:
- ~~i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement~~
  - ~~ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;~~

New wording to replace all existing details shown above

**Upon notification by the Principle Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

**22. FINANCIAL CONTROLS AND PROCUREMENT**

- ~~c) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds in standing order 19(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.~~
- ~~f) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contractor in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.~~

~~g) A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.~~

New wording to replace all existing details shown above

**Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

### **23. HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of the Council is subject to standing order 15.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Council of absence occasioned by illness or other reason.
- c Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chair of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Council.
- d Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Clerk relates to the chair or vice-chair of the Council or a temporary steering group, this shall be communicated to another member of Council which shall be reported back and progressed by resolution of the Council.
- e Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- f In accordance with standing order 13(a), persons with line management responsibilities shall have access to staff records referred to in standing order 23e(f).

### **PROPOSED MOTION FOR 14 MAY 2025**

To approve the amendment to Standing Orders items 17 (Code of Conduct Complaints) & 22 (Financial Controls and Procurement) and addition of item 23 (Handling Staff Matters).

**13/25 Policies**

**INVESTMENT POLICY**

**1. Introduction**

This policy gives guidance on investments by Aldbourn Parish Councils in accordance with the Local Government Act 2003. The primary objectives of the Parish Council's investment strategy are:

- Security – Protecting capital by minimising risk.
- Liquidity – Ensuring funds are readily available to meet financial commitments.
- Yield – Generating a modest return while adhering to security and liquidity priorities.

**2. Investment Strategy**

**2.1 Introduction**

The Council acknowledges the importance of prudently investing any temporary surplus funds held on behalf of the community. This Strategy complies with the revised requirements set out in the Department for Communities and Local Government's Guidance on Local Government Investments and Chartered Institute of Public Finance and Accountancy's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes and takes account of Section 15(1)(a) of the Local Government Act 2003.

**2.2 Investment Objectives**

In accordance with Section 15(1) of the 2003 Act, the Council will have regard to:

- (a) such guidance as the Secretary of State may issue, and
- (b) to such other guidance as the Secretary of State may by regulations specify.

The Council's investment priorities are the security of reserves and liquidity of its investments.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity. All investments will be made in sterling.

The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity. Where external investment managers are used, they will be contractually required to comply with the Strategy.

**2.3 Specified Investments**

Specified Investments are those offering high security and high liquidity, made in sterling and which mature in no more than a year. Such short-term investments made with the UK Government or a local authority or town or parish council will automatically be specified investments.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Aldbourn Parish Council will use:

- Deposits with UK banks or building societies.

Aldbourn Parish Council currently holds funds with Lloyds Bank.

#### 2.4 Non-Specified Investments

These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainties surrounding such investments, Aldbourne Parish Council will not use this type of investment.

#### 2.5 Liquidity of Investments

The Finance Group (of Full Council) following advice from the Responsible Finance Officer, will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity. Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

#### 2.6 Long Term Investments

Long-term investments are defined in the Guidance as greater than 36 months. The Council does not currently hold any long-term investments. No long-term investments are currently envisaged.

#### 2.7 Risk Assessments

The Parish Council's reserves are covered by the Financial Services Compensation Scheme up to £85,000 with any one institution and monies must therefore be carefully managed to mitigate the risk of losses.

#### 2.8 Reporting on Investment Performance

Reports will be prepared and presented to the Finance Group at each meeting held during the year (currently meet twice a year).

### 3. Review

This Strategy will be reviewed annually. The Annual Strategy for the coming financial year will be prepared by the Responsible Financial Officer and presented for approval to the Finance Group. The Council reserves the right to make variations to the Strategy at any time, subject to approval by the Full Council.

## ASSET MANAGEMENT POLICY

### 1. Introduction

This policy sets out how Aldbourne Parish Council manages, maintains, and records its assets to ensure they are used responsibly, kept in good condition, and provide value to the Aldbourne community. It applies to all physical assets owned by Aldbourne Parish Council, including but not limited to buildings, equipment, street furniture and land.

### 2. Ownership and Responsibility

All assets are owned by Aldbourne Parish Council. The Council may assign responsibility for specific assets to individual councillors, employees or contractors as appropriate.

### 3. Maintenance and Care

The Council will ensure that its assets are inspected and maintained regularly to keep them in safe and serviceable condition. Any damage, deterioration or issues, should be reported to the Clerk or an appropriate councillor without delay.

#### **4. Use of Assets**

Parish Council assets must only be used for official Council business or community benefit, as authorised by the Council. Personal or unauthorised use of Council property is not permitted.

#### **5. Safety and Insurance**

All significant assets will be covered under the Council's insurance policy where appropriate. The Council will take reasonable steps to ensure assets are secure and not exposed to unnecessary risk.

#### **6. Asset Register**

The Council will maintain an up-to-date Asset Register listing all items owned by the Parish Council with an individual net insurance value of £100 or more.

The Asset Register must include the following information:

- Description
- Purchase cost
- Insurance value (if applicable)
- Purchase date or transfer date
- Whether insured or not
- Source of the original value
- Location of item
- Responsible person/group (if not APC)
- Disposal date
- Agenda item (for agreement of disposal)
- Disposal reason

A Fixed Asset Register will be kept for the purposes of the annual external audit. This register will show the purchase amount only for all assets held by the Council. Any assets which are transferred or donated to the Council will be recorded with a purchase value of £1.00.

#### **7. Low Value Assets**

Assets with an individual value of £100 (net insurance) or less will not be included in the main Asset Register. However, to ensure accountability and reduce the risk of loss or misplacement, the Council will maintain a separate low value asset log.

The low value log must include the following information:

- Description
- Purchase cost
- Purchase date or transfer date
- Source of the original value
- Where the item is located
- Responsible person/group (if not APC)
- Disposal date
- Agenda item (for agreement of disposal)
- Disposal reason

### **8. Acquisition and Disposal**

New assets will be approved by the Council, taking into account need, cost, and long-term value. Disposal all of assets will be agreed at a Council meeting and recorded appropriately, ensuring value for money and transparency.

### **9. Review and Audit**

The Asset Register will be maintained by the Parish Clerk on an ongoing basis. At least once a year the Asset Register must be reviewed by the Finance Group, in line with proper financial practice.

This policy will be reviewed every five years or in response to legislative changes to ensure it remains appropriate and relevant.

### **PROPOSED MOTION FOR 14 MAY 2025**

To adopt the Investment and Asset Policy as presented.

### **14/25 Payments**

#### **PROPOSED MOTION FOR 14 MAY 2025**

To approve the following direct debit and standing order payments.

Direct Debits - Castle Water, Octopus Energy, ICO registration fee (yearly)

Standing Orders - Clerks' salary & quarterly costs, toilet cleaner payment, Mildenhall Bench (yearly)

### **16/25 Meeting Dates**

The June and July 2025 meetings have already been set as 4 June and 9 July.

Meeting dates between September 2025 and July 2026 all at 7.30pm in the Memorial Hall.  
2025 – 10 September (a week later due to the carnival quiz), 1 October, 5 November  
A decision on whether to hold a meeting on the 3 December 2025 or 7 January 2026 is required.

2026 – 4 February, 4 March, 1 April, 29 April (Annual Assembly time TBA), 6 May (Annual Council), 3 June, 1 July.

**21/25 Outstanding Items**

Items and any updates are for information only. Existing delegation allows for items be chased if required, but otherwise no decisions can be made on any items listed below.

NB: All items listed may not be discussed at each meeting.

**Long term issues which are awaiting action by Wiltshire Council.**

<b>Date logged</b>	<b>Issue</b>
06/03/2020	Red crossing strip renewal by the Marlborough Road junction.
10/09/2020	Missing right of way sign on ALDB23 by White Pond Cottage.
02/11/2022	Poor surface on Castle Street.
01/02/2023	Missing right of way sign on ALDB19 Sheep Walk.
10/01/2024	Resurfacing of Oxford Street (on the forward plan list for 2026/2027)
07/02/2024	Overgrown roadside banks along Farm Lane.
03/04/2024	Damage to byway ALDB19.

**Ongoing issues, still to be actioned or updated**

<b>Date logged</b>	<b>Issue</b>	<b>Update/further information</b>
05/07/2023	Installation of 20-mph limit on various roads south of the B4192.	The public consultation of the scheme has now ended and a further updated from LHFIG is awaited.
01/05/2024	Allotments	Still trying to find someone to undertake this work.
05/06/2024	Market Cross	Repairs have been carried out. Liaising with the stonemason about movement of the structure.
06/11/2024	Interpretive board	The board has now been re-installed.
06/11/2024	Disposal of old hand dryers	The units have been disposed of.
05/02/2025	Jetting of culverts on Lottage Road	The highways engineer has confirmed that these are programmed in for action but has no date for when the work will be carried out. This action has been chased again.
05/03/2025	Wall on Castle Street	The owner of the wall is arranging repair works.
02/04/2025	Signage on the tringle by the pump/bus shelter.	Reported to Wiltshire Council and the report has been closed with “Your issue is being looked into”.
02/04/2025	ATAC unit	The ATAC is being removed on 13 May 2025 and the barriers will be removed by the end of that week.



Aldbourne Parish Council – Supporting papers

02/04/2025	Catchpit at the top of Southward Lane	Reported to Wiltshire Council and has been added to the list of jobs for the digger.
02/04/2025	Whitley Playing Field	A general notice was sent to the stables for display and receipt was acknowledged. The individual who was written to has made no contact with the Council. This issue will now be closed.
02/04/2025	ARC Timeline	A case officer has been assigned to review the application but unfortunately has been unwell and off work for some time. There have been some preliminary reports which are as expected and nothing seen so far causes concern. ARC is hoping to have the full report back in the next week or so. In the meantime ARC is starting to action some survey reports which will be required.

**22/25 Accounts**

**Bank Account Balances as at 08/05/2025**

	£
Current account	7,584.76
Deposit account	<u>84,310.92</u>
<b>Total</b>	<b><u>91,895.68</u></b>

<b>Receipts</b>	<b>£</b>
<b>Category</b>	<b>Amount</b>
Allotment Rent	75.00
Rents	101.00
Precept	28,090.00
	<b>28,266.00</b>

<b>Payments</b>	<b>£</b>	<b>£</b>
<b>Category</b>	<b>Net Total</b>	<b>VAT</b>
Audit	50.00	0.00
Bank services fee	4.25	0.00
Expenses re-imburement	44.55	0.00
Grounds maintenance (mowing)	2,160.00	432.00
Hall hire	52.50	0.00
Library	2,700.00	0.00
Mildenhall	1.00	0.00
Office Costs	18.50	3.70
Pond	5.56	0.00
Staff/contract costs (inc payments to HMRC)	917.36	0.00
Subscriptions (subject to approval)	683.73	136.75
Toilets/community room	159.13	15.50
Twinning	346.15	19.63
	<b>7,142.73</b>	<b>607.58</b>

Mrs K Clay – Responsible Financial Officer  
08.05.25

**23/25 Payment Authorisation**

**PROPOSED MOTION FOR 14 MAY 2025**

That Cllr Lawler and the Clerk are delegated to authorise all payments, with the lead of the finance responsibility group also reviewing the invoices for payment until new signatories can be added to the bank mandate.

**27/25 Village Events**

The band would like to hold their traditional summer events on the village green on the following dates:

<b>Date</b>	<b>Timing</b>	<b>Notes</b>
June 1st	19:00 - 20:30	Pond on the Green no1
July 6th	19:00 - 20:30	Pond on the Green no2
August 3rd	16:00 - 17:30	Prom on the Green no3
September 7th	19:00 - 20:30	Carnival Pond on the Green no 4

**PROPOSED MOTION FOR 14 MAY 2025**

That the Council grants permission to Aldbourn Band using the village green on 1 June, 6 July (19:00-20:30), 3 August (16:00-17:30) and 7 September 19:00-20:30) as per the standard conditions for use of this area, which will include set up and clear down times.

**30/25 Date for next meeting**

Wednesday 4 June 2025 at 7.30pm in the Memorial Hall.