

Up Hatherley Parish Council: Minutes of the Annual General Meeting and Parish Council Meeting

Venue: Village Hall, Cold Pool Lane
 Date: Tuesday, 7th May 2024 at 7.30 pm.
 Present:

Name	Organisation	Role	Name	Organisation	Role
S. Bamford	UHPC	Chair	D. Willcox	UHPC	Councillor
A. Bamford	UHPC	Councillor	J. Furley	UHPC	Councillor
A. Ponting	UHPC	Councillor	A. Goldsby	UHPC	Councillor
N. Holden	UHPC	Councillor	K. Oakey	UHPC	Clerk
R. Whyborn	UHPC	Councillor			
J. Sankey	UHPC	Councillor	Representative from the Caernarvon development		
J. Wells	UHPC	Councillor	Parishioners	6	

Apologies:

Name	Organisation	Role
S. Gutteridge	UHPC	Councillor
M. Ede	UHPC	Councillor
A. Houlton	UHPC	Councillor
P. Worsley	UHPC	Vice-Chair

No.	Item / Detail	Action
1.	The Chair welcomed all to the meeting and explained to the parishioners present a little about the parish council and the format of the meeting. A slot had been set aside prior to the formal meeting starting and questions had been raised. The Chair asked members if they would be happy to allow the developer for Caernarvon to respond to questions as part of the formal meeting and to also allow residents from Broad Oak Way to speak. All were in agreement, and these items were moved up the agenda.	
2.	Declaration of Members' Interests Cllr A. Bamford expressed an interest in Planning due to his borough council role, however this will not stop him taking part in discussions.	
3.	<u>Annual General Meeting</u> i. Election of Chair Cllr Whyborn proposed and Cllr Sankey seconded that Cllr S. Bamford continue as Chair. All were in agreement. ii. Election of Vice Chair Cllr A. Bamford proposed and Cllr Holden seconded that Cllr P. Worsley continue as Vice-Chair. All were in agreement. iii. Confirmation of appointment of Internal Auditor It was agreed that we would continue to use Iain Selkirk.	

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	<p>iv. Adoption of Standing Orders The SO's had been updated recently, so had not been recirculated prior to the meeting and all agreed that there were no changes needed and that we continue to adopt them.</p> <p>v. Agreement of programme of meetings for the year The schedule of meetings has been updated and circulated. It was agreed that the current bi monthly meeting works well so there is no need to change.</p> <p>vi. Working Group Structure This was circulated prior to the meeting and all agreed that the structure didn't need amendment. Due to a few members leaving there were a few tweaks to membership and the new version is attached as Appendix A. All were asked to consider joining the Highways Group.</p>	All
4.	<p style="text-align: center;"><u>Full Council Meeting</u></p> <p>Minutes of the last Full Council Meeting and the Annual Parish Meeting</p> <p>The minutes of the meeting held 5th March and the Annual Parish Meeting held 26th April 2024 had been circulated. There were no issues and the minutes were agreed by all present. The Chair signed and initialled the pages.</p>	
5.	<p>Caernarvon Court application</p> <p>The Chair informed the meeting that this was the fourth application for the site. The first was refused and the second withdrawn. The third was an in principle but was also withdrawn.</p> <p>The site had now been sold. Following an on-site meeting with the new owner, the Chair felt that many of the concerns raised previously by the parish council had now been addressed except for safety in the courtyard area with concerns that it could still attract antisocial behaviour.</p> <p>In particular the development will need to address:</p> <ul style="list-style-type: none"> • Access road repairs • Parking • Fit with the existing flats <p>The representative for the developer confirmed that the access road was a priority, and the intention was that once planning had been received there would be a lot more engagement with the existing residents. The development is looking to improve the site, and there will need to be a phase 2, which would include redeveloping the garage area. There are other issues to address with some of this, as these are not owned by the new developer, but rather by each shop, so there needs to be a lot more discussion and joint working with existing shop owners and residents.</p>	

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	<p>The developer is aware of the history of the site, and the lack of repair and it is hoped that this redevelopment will address much of that bad history. In particular:</p> <ul style="list-style-type: none"> • Road to be resurfaced • Need for security of the site so will look to work with leaseholders and freeholder and introduce security gates and coded passages to prevent antisocial behaviour. • Painting • Repair the sign • Garages • Set up a management company. <p>Gates are not in the current plan, but it is on the agenda for the redevelopment as are the garages.</p> <p>A resident raised the issues of lack of space for lorries to turn and the fact that fences were regularly knocked down. The developer informed the meeting that the required roadways had been added in through discussions with planners, and a one way system would be looked at.</p> <p>A question was raised as to whether the flats would have dedicated parking, and it was confirmed that they would. Lighting at the back however isn't on the current plan but would be part of phase 2.</p> <p>The Chair thanked the residents and developer for attending and encouraged residents to submit any concerns on the planning website. The parish council support the application, and are encouraged by the plans to repair the road, put in controlled access and lighting.</p>	
<p>6.</p>	<p>Broad Oak Way Maintenance and Purchase</p> <p>These two items from the agenda were taken together. The Chair provided a bit of background information to the residents present. In particular the recently discovered Public Open Space Order from 1969 that the County Council had highlighted. Unfortunately Cheltenham appear to have lost it as the site moved from Cheltenham to Tewkesbury in 1974 and then back to Cheltenham in 1991. The Clerk has asked the county if they have a copy.</p> <p>The site has always been maintained by the borough council, and by Tewkesbury when they were responsible, so it makes sense that the order does exist. A resident's deeds also clearly state that this is public open space, but despite the legal team at the borough council reviewing they are still insistent that they have no responsibility for the site.</p> <p>The issue now is that the auction purchase failed to complete so the land has passed to the Crown. The have confirmed that they do not carry out any maintenance, so</p>	

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	<p>the only option is for the parish council to buy the land, as the borough council are reluctant to maintain in the absence of any ownership rights due to insurance considerations.</p> <p>It is good news that the borough council has cut the grass at the site today following discussions with Cllr A. Bamford and confirmation that the parish council will contribute / pay for the cuts.</p> <p>All were in agreements that the Chair can authorise cutting up to the value of £750 whilst we follow the legal purchase of the land, which could be a lengthy process.</p> <p>The Clerk informed the meeting that next steps were to carry out a consultation with residents and bodies impacted by any sale, and a letter has been drafted. It was agreed that an extra sentence was needed to make it clear that the land could only be sold as one lot, otherwise residents receiving the letter may think that they can buy bits, however the intention and requirement of the Crown is to keep it as one lot, as a public open space.</p> <p>It was agreed that return of the letter to support / oppose the purchase would be done via post boxes at Morrisons, the Library, the Village Hall and the Chair and Clerk addresses that appear on the consultation document. All consultation responses will need to be shared with the Crown legal team.</p> <p>It was proposed by Cllr Holden that we move forward with the purchase of the site and Cllr Sankey seconded. All were in agreement. A value to purchase the site will be discussed once the next phase of the consultation and legal process has concluded.</p>	Clerk
7.	<p>Planning and Finance</p> <p>Standing Items:</p> <ol style="list-style-type: none"> 1. Action Tracker, attached as Appendix B. 2. Planning Tracker, attached as Appendix C. <p>Cllr Ponting informed the meeting that the Farm Shop issues were being investigated by Tewkesbury, and the PCSO is also aware of the issue and is investigating.</p> <ol style="list-style-type: none"> 3. Finance <ol style="list-style-type: none"> i. Annual Governance Statement, Appendix D. <p>This is the standard annual tick box exercise to confirm that the council has appropriate controls in place to ensure correct financial and legal decisions are being taken and controlled. The Clerk highlighted the questions on the return and confirmed that we can respond as a yes to all questions raised. The statement has been sent to Cllr A. Bamford and R. Whyborn for additional scrutiny, and to ensure that there are not any additional requirements that need to be put in place. The Clerk confirmed that the annual risk assessment had also been carried out with no amendments on last years, and this is attached as Appendix E.</p>	

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	<p>There is a similar issue in Rippledale Road and it is accepted that they did a poor job with the resurfacing so an additional gully may be installed.</p> <ul style="list-style-type: none"> • The mobile VAS posts are in place. • Caernarvon Road from Broad Oak Way to Caernarvon Court looking likely for resurfacing this year. • Hatherley Road is on the list from Caernarvon Road to the roundabout. • 20mph scheme delayed and won't necessarily be done at the same time as the Lakeside School parking improvement. Formal part of the consultation still needs to be carried out. 					
<p>12.</p>	<p>Village Hall</p> <ul style="list-style-type: none"> • Clerk to chase re switching gate around • Slabs now repaired • Water leak discovered in office, Clerk to get plumber to take a look • Main window could do with a paint – possibly later in the year. • CCTV, issue re filming children however Clerk confirmed that we are signed up to the ICO and have a policy on viewing in place. All users are aware that the DVD is only for viewing if an incident was to occur and this would be in conjunction with the Police. 	<p>Clerk</p>				
<p>13.</p>	<p>Communications</p> <p>Cllr Furley has purchased a box for the DVD player so this will be installed at some point.</p>					
<p>14.</p>	<p>Date of next meeting</p> <p>2nd July 2024</p> <p>Cllr Sankey is looking at a community day for parishioners to meet their borough councillors / parish councillors / community representatives. Suggested this could take place at Hillview or St Margarets.</p> <p>Youth Council, Cllr Sankey has been in touch with other parish councils about engaging with young people with a view to seeing if a youth parish council would be viable in Up Hatherley.</p> <p style="text-align: right;">..... 2 July 2024 Chair</p>	<p>Cllr Sankey</p>				
<p>15.</p>	<p>Appendices:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">A.</td> <td style="width: 50%; text-align: center;">Working Groups</td> <td style="width: 25%; text-align: center;">E.</td> <td style="width: 25%; text-align: center;">Risk assessment</td> </tr> </table>	A.	Working Groups	E.	Risk assessment	
A.	Working Groups	E.	Risk assessment			

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		B.	Action Tracker	F.	Outturn	
		C.	Planning Tracker	G.	Annual Accounts	
		D.	Annual Governance	H.	Payments List	

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Appendix A

May 2024



Planning & Finance	Footpaths & Open Spaces	Highways & Transportation	Police & Community Safety	Communications	Community Engagement	Village Hall
<u>A. Bamford</u> P. Worsley <u>R. Whyborn</u> Others as required.	<u>D. Willcox</u> <u>R. Whyborn</u> A. Houlton S. Gutteridge M. Ede	<u>R. Whyborn</u> A. Bamford A. Ponting	<u>A. Ponting</u> <u>S. Gutteridge</u> J. Sankey A. Bamford	<u>J. Furley</u> D. Willcox A. Houlton	<u>S. Bamford</u> N. Holden A. Goldsby J. Sankey	<u>J. Wells</u> N. Holden P. Worsley



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Appendix B

No.	Meeting Date	Minute ref	Item	Responsible	Progress	Status
48	01/11/2022	1387.4 / 1406	Emergency Plan	CLlr Holden	Draft plan to be updated, Clerk to clarify who will see the plan to determine whether mobile numbers are included, now liaised with CBC and CLlr Holden progressing on new template	Open
90	05/09/2023	7.1	Farm Shop Car Wash site	AP	To maintain a diary of events for TBC	Open
117	06/03/2024	4.1/8.1	Sunnyfield Land crossing	RW	Highways meeting to progress	Open
124	06/03/2024	7	Cyber meeting	AP		Open
126	06/03/2024	10	Memorial for hall garden and explore sponsorship with Dundry	SB		Open
127	06/03/2024	11	Bike Marking event mid year	SB		Open
128	06/03/2024	11	Youth Council	JS		Open
129	07/05/2024	3	Consider membership of Highways gp	All		Open
130	07/05/2024	6	Progress paperwork re BoW	Clerk		Open
131	07/05/2024	7	Audit paperwork	Clerk		Open
132	07/05/2024	7	Donation to St Johns Ambulance	SB		Open
133	07/05/2024	8	Dishwasher	NH		Open
134	07/05/2024	9	Parish Walkabout	DW		Open
135	07/05/2024	12	Leak in office	Clerk		Open
136	07/05/2024	14	Community day	JS		Open

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Appendix C

Planning Tracker:

Address	Application Reference	Detail	Validated Applic. Rec'd by CBC	Status	UHPC Response
11 Glamorgan Road	24/00009/FUL	: Proposed front and rear dormer windows	04/01/2024	Granted	No obj
27 Caernarvon Road	24/00112/FUL	Two storey side extension and single storey rear extension, replacement garage, off-white render finish to whole house, replacement windows, and extension of existing dropped kerb	29/01/2024	Granted	No obj
92 Long Mynd Avenue	24/00180/FUL	Proposed extension of existing dormer to front, new dormer to rear and associated alterations to provide additional living accommodation	06/02/2024	Pending	No obj
304 Hatherley Road	24/00195/FUL	Demolition of an existing garage and outside storage on the side of the property, construction of new single storey front, side and rear extensions and loft conversion.	16/02/2024	Pending	No obj
27 Caernarvon Road Cheltenham	24/00112/FUL	Two storey side extension and single storey rear extension, replacement garage, off-white render finish to whole house, replacement windows, and extension of existing dropped kerb	08/03/2024	Pending	No obj
14 Ashcot Mews	24/00536/FUL	Two storey side extension following demolition of garage, and single storey extensions to front and rear	26/03/2024	Pending	No obj
15 Haslette Way	24/00601/CLPUD	Single storey extension	16/04/2024	Pending	
Land At Caernarvon Court Caernarvon Road	24/00581/FUL	: Two storey development comprising 4no. dwellings and associated external works (revised scheme)	22/04/2024	Pending	

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Appendix D

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

UP HATHERLEY 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 2024, 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:

07/05/2024

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

UPHATHERLEYPARISH.CO.UK LY AVAILABLE WEBSITE/WEBPAGE ADDRESS

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Appendix E

POTENTIAL RISK AREAS

Insurable Risks

Fixed Assets	Protection	Over £150m
	Maintenance	Regular
	Security	Normal
	Register maintenance	Up to Date
Public Liability		£5m
Consequential Loss		£10.2k
Fidelity Guarantee		£2k
Employers Liability		£10m
Libel / Slander		250k

External Assistance

Market Management	None
Investment Management	None
Trading Units	None
Hiring in of Services	Tender

Statutory Requirements

Borrowings Authorised	Yes
PAYE Compliance	Yes, now registered as an employer
VAT Compliance	Yes
Adoption of Codes of Conduct	Yes - all cllrs provided with copy of the code
Register of Members Interests	Yes – and noted at each meeting as appropriate
Appointment of Internal Auditor	Yes
Maintenance of Accounting Records	Yes
Adoption of Standing Orders	Yes

Self Controlled Areas

Adequacy of Precept	Yes – budget analysis carried out by Clerk and presented to meeting
Monitoring of Expenditure	Each meeting cheque list produced
Legality of Payments	Yes – Clerk ensures appropriate power to spend
Proper use of Grants and s137	Yes
Preservation of Voters Rights	Yes
Safety of Documents	Disk Backup
Documentation of Dealings with the public	Open to Public
Standby Arrangements for Absence of Clerk	Yes

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Appendix F

Quarterly Reporting - OUTTURN

	2022-23 Outturn £	2023-24 Budget £	2023-24 Reserve £	2023-24 Total £	2023-24 OUTTURN £
Expenditure					
Maintenance	778	2,250		2,250	3,254
Running the Council	14,200	16,489		16,489	17,976
Loan Repayments	4,236	4,224		4,224	6,873
Subscriptions	1,875	2,000		2,000	1,943
Youth Work	5,000	5,000		5,000	
Donations / grants	295	1,000	750	1,750	750
Recreation & Culture	3,501	1,605		1,605	1,573
Village Hall Expenses	7,580	9,170		9,170	9,184
Projects				-	
Bournside Road Crossing			5,000	5,000	5,000
Building / roof works	81,585	-	1,973	1,973	1,973
Greatfield Toilets	-	-	4,000		4,000
Lighting the Way Project	5,176	-		-	-
Lakeside Community Project	1,934	-	1,000	1,000	1,000
Landscaping		-	29,881	29,881	29,881
Highways Safety		5,000		5,000	-
Summer holiday activity prog	2,000		2,000	2,000	2,000
Summer Gardens Competition	265	270		270	
Other (VAT recoverable)					7,648
Total	128,426	47,008	44,604	91,612	93,055
Income				-	
Bank Interest	220	310		310	827
Grant	13,000	3,500		3,500	12,175
Hiring	9,896	12,000		12,000	16,122
Loan	74,974	-		-	
Precept	28,974	30,798		30,798	30,798
Record	325	400		400	350
VAT Reclaimed	3,788	-		-	7,648
Total	131,176	47,008	-	47,008	67,919
Surplus / Deficit for the Year	2,750	-			25,136
Retained Surplus b/f	53,407	56,157		56,157	56,157
Retained Surplus c/f	56,157	56,157	44,604	56,157	31,021
Represented by					
Current Account	16,095				10,152
High Interest	40,062				20,868
	56,157				31,021

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Reserves and Grants:	Closing 2022/23	Transfers In New	Internal Transf In	Internal Transf Out	Transfers out	Expected Closing 2023/24	Internal Transf	Expected Opening 2024/25
Election Reserve	8,500					8,500		8,500
General Fund	14,830	9,468		-6,777		17,521	-8,700	8,821
Greatfiled Toilets Refurb Grant (1399.3.4)	4,000				-4,000	-		-
Hall Repairs Reserve	8,827			-6,854	-1,973	-		-
Landscaping works at Hall	10,000	10,000	9,881		-29,881	0		0
Open Spaces Improvements (1301.3)	5,000					5,000		5,000
Road Safety Measures (040723, 9)	5,000				-5,000	-		-
Summer Holiday (071123, 5.ii)	-		2,000		-2,000	-	2,000	2,000
Lakeside Foodbank (071123, 5.ii)			1,000		-1,000	-		-
Family Space (071123, 5.iii)			250		-250	-	500	500
Salvation Army (071123, 5.iv)			300		-300	-		-
Digibus (071123, 5.vi)			200		-200	-		-
Highways Safety							5,000	5,000
BoW land purchase								
Outreach Youth Work (071123, 5.ii)						-	1,200	1,200
	56,157	19,468	13,631	- 13,631	- 44,604	31,021	-	31,021

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Appendix G

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	53,407	58,157	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	28,974	30,798	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	119,847	29,473	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	10,169	14,543	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	4,236	6,873	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	131,865	63,992	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	58,157	31,020	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	55,891	29,053	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	200,570	226,889	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	77,700	73,500	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)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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: 07/05/2024

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

07/05/2024

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

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Appendix H

Payments List

Date	Detail of Spend	Payee Name	Net Cost £
22/02/2024	Utilities	British Gas	62.25
26/02/2024	Utilities	Waterplus	46.69
01/03/2024	Utilities	BT	47.99
01/03/2024	Cleaning	Mrs Reay	205.00
11/03/2024	Utilities	British Gas	208.46
15/03/2024	Utilities	K Oakey	64.00
18/03/2024	Utilities	Hugofox gocardless	19.99
20/03/2024	Bank Charges	HSBC	5.40
23/03/2024	Utilities	British Gas	62.16
25/03/2024	Utilities	Waterplus	47.19
27/03/2024	Consumables	B&Q	5.83
31/03/2024	Utilities	BT	47.99
31/03/2024	Cleaning	Mrs Reay	219.50

Date	Detail of Spend	Payee Name	Net Cost £
04/04/2024	Misc	Land Registry	3.00
04/04/2024	Misc	B&Q	48.75
05/04/2024	Utilities	British Gas	109.04
05/04/2024	Maintenance	Stallards	40.00
05/04/2024	Subscription	GPFA	100.00
05/04/2024	Subscription	GAPTC	1,976.22
08/04/2024	Subscription	CPRE	84.00
13/04/2024	Cleaning	K Oakey	91.52
16/04/2024	Misc	A Houlton	8.99
17/04/2024	Cleaning	Hi Lo	20.20
18/04/2024	Bank Charges	HSBC	5.40
18/04/2024	Utilities	Hugofox gocardless	19.99
18/04/2024	Utilities	K Oakey	69.01
22/04/2024	Utilities	British Gas	69.75
22/04/2024	Administration	PATA	157.80
23/04/2024	Utilities	Waterplus	50.15
26/04/2024	Legal	Burges Salmon	750.00
27/04/2024	Consumables	N Holden	85.59
29/04/2024	Maintenance	Ubico	1,500.00