

**TWIGWORTH PARISH COUNCIL
DRAFT MINUTES
ANNUAL MEETING OF THE COUNCIL
HELD AT 7.00PM ON 7th May 2026
IN THE DOWN HATHERLEY VILLAGE HALL**

<https://twigworthparishcouncil.wordpress.com>

1.	Welcome and introductions – by the present Chairman Thanks to Councillor Redfern on works being done at Twigworth Green Councillor Harris was also thanked in his absence Councillor Sharpley spoke on the sewage/drainage issues
2.	Election of Cllr Sharpley as Chairman was proposed and seconded and agreed , followed by thanks whilst the signing of acceptance of office papers took place
3.	Election of Cllr Harris as Vice-Chairman in his absence, followed by signing of acceptance of office papers in due course
4.	Attendance recorded as Parish Councillors, George Sharpley, Graham Bocking, John Redfern, Mike Davies and 0 members of the public, Borough and County Councillors did not attend
5.	Apologies for absence received accepted and recorded from Cllr R Harris
6.	Declaration of Interest for matters on the agenda were received from Cllr Bocking on item 12 and took no part in decision making process
7.	Minutes of the previous Parish Council Meeting held on 5 th March were approved- A question was raised on the content of the report from Cllr Hands at the last meeting. Clerk to ask for a reprise of the comments made at the last meeting and to request a reply to the emails sent from the Chairman Updates on drainage/sewage matters were discussed including lack of replies to requests for information.
8.	Council agreed delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council can be held
9.	Council approved financial reports
10.	Council agreed no changes are required to the asset register
11.	Council approved AGAR reports and delegated to Chair of meeting to sign and noted that the independent audit has been completed with no matters to be brought to the attention of the Council
12.	Council moved to closed confidential session to discuss legal and code of conduct matters relating to a complaint received The Clerk was delegated to seek further advice The matter remains confidential until advice confirms otherwise Confidential session closed and meeting re-opened
13.	Council agreed no alterations to standing orders & financial regulations
14.	Council agreed no alterations to the adopted policies of the Council Complaints, Freedom of Information, Data protection, Code of conduct, planning, environmental, risk management, biodiversity, communication, training and development, social media, disciplinary, grievance and privacy policies as displayed on the website

	Council to approve updated policies relating to Assertion 10 at next meeting
15.	<p>Council agreed representation on outside organisations and lead responsibilities and that all decisions are only to be made by the Parish Council at its legally convened meetings</p> <ul style="list-style-type: none"> • Cllr Sharpley– flood warden and cluster of PC flood committees • Cllr Harris -TBC Garden Communities • Cllr Harris -GRCC • Cllr Harris -GAPTC • Cllr Harris -Police and Crime Commissioner Group/Police Liaison • Cllr Bocking – Representation at Planning Committees when requested by PC and Flood Warden Group • Cllr Redfern – Website and newsletter • Cllr Redfern – Defibrillator • Cllr Sharpley – Flood groups
16.	Council confirmed it wishes to renew its subscription to GALC & PATA Payroll
17.	<p>Council agreed that its meeting schedule shall remain as 1st Thursday of May, July, September, November, January, March commencing at 7.00pm at Down Hatherley Village Hall unless other venues become available</p> <p>Note extra-ordinary meetings can be called by the Chair or 2 Councillors.</p>
18.	Close of meeting at 19.46pm followed at 8pm by the Parish assembly,

Financial reports

01/04/25-31/03/2026 CASH BOOK

<u>payee</u>	<u>date</u>	<u>CHQ NO</u>	<u>AMOUNT</u>	<u>CURRENT A/C BALANCE</u>
opening current account balance				7595.25
b h salary	10/04/2025	710	-810.12	6785.13
hmrc april	10/04/2025	711	-366.34	6418.79
bh expenses	10/04/2025	712	-40.23	6378.56
pata	01/05/2025	713	-151.40	6227.16
gaptc	01/05/2025	714	-361.32	5865.84
qtec noticeboard inst	08/05/2025	715	-204.00	5661.84
I selkirk	15/05/2025	716	-160.00	5501.84
b h salary	27/05/2025	717	-783.92	4717.92
b h salary	05/06/2025	718	-809.92	3908.00
hmrc may/june	05/06/2025	719	-733.08	3174.92
community first ins	26/06/2025	720	-147.24	3027.68
tbc precept	28/04/2025	rec	25000.00	28027.68
tbc CIL	28/04/2025	rec	4099.28	32126.96
b holder salary so	25/04/2025	so	-158.61	31968.35
b holder salary so	25/05/2025	so	-158.61	31809.74
b holder salary so	25/06/2025	so	-158.61	31651.13
build back better grant - noticeboard	01/05/2025	rec	1200.00	32851.13
b h expenses	26/06/2025	721	-69.21	32781.92
b holder salary so	31/07/2025	so	-158.61	32623.31
b holder salary so	31/08/2025	so	-158.61	32464.70
comm first ins	06/06/2025	722	-2.49	32462.21
b holder salary	03/07/2025	723	-810.12	31652.09
hmrc July	03/07/2025	724	-366.34	31285.75
j redferm website	16/07/2025	725	-11.00	31274.75
b holder salary aug	04/08/2025	726	-809.92	30464.83
hmrc aug	04/08/2025	727	-366.54	30098.29
j redferm website	21/08/2025	728	-103.00	29995.29
b holder expenses	28/08/2025	729	-45.85	29949.44
b holder exp /sal	03/09/2025	730	-989.76	28959.68
pata	03/09/2025	731	-15.00	28944.68
hmrc sept	03/09/2025	732	-473.74	28470.94
b holder salary so	30/09/2025	so	-158.61	28312.33
b holder	07/10/2025	733	-998.41	27313.92
b holder salary so	31/10/2025	so	0.00	27313.92
hmrc oct	31/10/2025	734	-384.50	26929.42
b holder expenses	31/10/2025	735	-40.03	26889.39
b holder salary so	30/10/2025	so	-158.61	26730.78
b holder salary so	30/11/2025	so	-158.61	26572.17
b holder salary so	30/12/2025	so	-158.61	26413.56
b holder salary	05/11/2025	736	-707.39	25706.17
fair licesing	13/11/2025	737	-421.88	25284.29
rbl wreath	05/12/2025	738	-25.00	25259.29
hmrc nov	05/12/2025	739	-384.30	24874.99
b holder	05/12/2025	740	-840.04	24034.95
hmrc -historic	09/12/2025	741	-148.90	23886.05
b holder expenses	18/12/2025	742	-40.03	23846.02

b holder	28/01/2025	so	-158.61	23687.41
b holder	28/02/2026	so	-158.61	23528.80
b holder	08/01/2026	743	-839.80	22689.00
hmrc dec/historic	12/01/2025	744	-769.78	21919.22
hmrc jan	03/02/2026	745	-384.50	21534.72
b holder feb	05/02/2026	746	-850.71	20684.01
hmrc feb	05/03/2026	747	-384.30	20299.71
down hatherley village hall	16/02/2026	748	-162.00	20137.71
b h expenses	26/02/2026	749	-40.03	20097.68
b holder march	04/03/2026	750	-840.00	19257.68
hmrc march	04/03/2026	751	-384.30	18873.38
parish online	30/03/2026	753	-192.00	18681.38
b holder	31/03/2026	so	-158.61	18522.77

Bank reconciliation

BANK RECONCILIATION			
01/04/2025	OPENING BANK BALANCE		<u>7595.25</u>
	EXPENDITURE FOR PERIOD	19371.76	
	INCOME FOR PERIOD	30299.28	
	NET EXPENDITURE		
as at above	BANK BALANCE AS ABOVE		<u>18522.77</u>
as at 30/3/26	BAL PER S/M		18876.77
	LESS U/P CHEQUES		
		748	162.00
		753	192.00
			<u>354.00</u>
	<u>reconciled balance</u>		<u>18522.77</u>
	<u>Total bank balance</u>		<u>18522.77</u>

Employment reconciliations

RECONCILIATIONS

		31/03/2026		
PAYROLL		PATA	CASH BOOK	DIFFERENCE
	NET	11670.68	11670.68	0.00
	ees ni	178.84		
	PAYE	2962.20	4612.24	0.00
	epers ni	1471.20		
	GROSS	<u>14811.72</u>	<u>16282.92</u>	<u>0.00</u>

Budget against actual

	<u>BUDGET</u>	<u>ACUTAL</u> <u>YEAR</u> <u>TO</u> <u>DATE</u>	<u>BALANCE</u> <u>AVAILABLE</u> <u>TO SPEND</u>	
budget to date PRECEPT	25000	25000		
grants		1200		TO RESERVES
CIL		4099		
WAYLEAVE		0		
VAT to be reclaimed		0		
OTHER RECEIPTS		0		
GRANTS		0		
INCOME	25000	30299		
EMPLOYMENT COSTS	16460	16283	177	
ADMIN	625	598	27	
INSURANCE	400	150	250	
previous HMRC underpayment		534	-534	
WEBSITE & emails	400	728	-328	
SUBSCRIPTIONS	250	361	-111	
repairs and replacements	500	204	296	TO RESERVES
EQUIPMENT (CAPITAL)	1200	0	1200	TO RESERVES
VENUE HIRE	350	162	188	
AUDIT	160	160	0	
TRAINING	200	0	200	
PAYROLL COSTS	130	166	-36	
COMMUNITY ENGAGEMENT	630	25	605	
LCA	50		50	
VAS	400		400	TO RESERVES
VILLAGE GATEWAYS	2500		2500	
ENVIRONMENT POLICY	0		0	
NEWSLETTERS	0		0	
WASTE BINS	0		0	
TRO FOR 20MPH property				
Expenditure	24255	19372		
contingency/balance	745	10928		
expenditure	25000	30299	4883	

AGAR

AGAR report		2025	2026	variance
balances bfwd	box 1	7219	7596	
precept	box 2	20000	25000	5000
other receipts	box 3	164	5299	5135
staff costs	box 4	15413	16283	870
loan repayments	box 5	0	0	0
all other payments	box 6	4375	3089	-1286
balances cfwd	box 7	7596	18523	10928
bank and cash balances	box 8	7595	18523	10928

Variance reports

Employment

		gross	ers	total	gross	ers	total
		24/25		cost	25/26		cost
employment							
april		1155.70	54.88	1210.58	1192.71	116.36	1309.07
may		1155.70	54.88	1210.58	1192.71	116.36	1309.07
june		1155.70	54.88	1210.58	1192.71	116.36	1309.07
July		1155.70	54.88	1210.58	1192.71	116.36	1309.07
aug		1155.70	54.88	1210.58	1192.71	116.36	1309.07
	25/26 national increase plus						
sept	backpay	1155.70	54.88	1210.58	1442.31	153.8	1596.11
oct		1155.70	54.88	1210.58	1234.31	122.6	1356.91
	24/25 national increase plus						
nov	backpay	1451.78	95.74	1547.52	1234.31	122.6	1356.91
dec	24/25 overtime pay	1526.93	106.11	1633.04	1234.31	122.6	1356.91
jan		1192.71	59.99	1252.70	1234.31	122.6	1356.91
feb		1192.71	59.99	1252.70	1234.31	122.6	1356.91
mar		1192.71	59.99	1252.70	1234.31	122.6	1356.91
		14646.74	765.98	15412.72	14811.72	1471.2	16282.92

Admin

	24/25	25/26
Milage	186	112
Printing	140	84
Wfh	312	338
Stationery	2	11
Cllrs reimb	41	0
Post and stationery	23	64

Other

		<u>24/25</u>	<u>25/26</u>
website	website costs	113	114
	copyright infringement		422
	gov.uk emails		192
		<u>113</u>	<u>728</u>
subscriptions	increase in poputlation GAPTC	<u>242</u>	<u>361</u>
r &R	noticeboard repairs	281	204
	defibrillator pads	168	
	flag replacement	11	
		<u>460</u>	<u>204</u>
capital	defibrillator	1698	
	noticeboard	<u>1062</u>	
		<u>2760</u>	