**Minutes of the Meeting of CUTSDEAN PARISH COUNCIL,** held on **TUESDAY 9 JULY 2024** AT **WEST BARN FARM, CUTSDEAN**, commencing 6.30pm.

Members Present: Cllrs. C Clarke (Vice Chairman), M Mackenzie-Charrington, D Beetson, T. Smith and D. Wright

Officer: M. Butler (Chairman), Acting Clerk

**24.07.09.1** **To receive Apologies for Absence and to approve the reasons given**

None. Clerk confirmed that the meeting was quorate.

**24.07.09.2** **Public Session**: To provide members of the public/press with the opportunity to comment on items on the agenda.

None

**24.07.09.3 Declarations of interests**

None declared

**24.07.09.4 Approve the minutes of the Parish Council Meetings held on May 7 2024  and June 25 2024**

Reviewed and agreed by all.  Signed Cllr. Clarke

**24.07.09.5 Receive report from Cllr Mackenzie-Charrington. The report was circulated to all prior to the meeting**

There was specific mention of the A429 road closure Batsford road to spitfire development Sept 9 to Dec 13. Also a £10million underspend in the last budget that will aid in more road improvements.

**24.07.09.6 Review and approve draft Internal Controls policy**

Councillors agreed these were checks we were currently performing, but happy for the list to serve as a checklist.

**24.07.09.7 Review findings from Locum Clerk on options regarding the Clerk position**

The Clerk presented the GAPTC recruitment manual, the salary scale and mentioned the options suggested by the GAPTC. It was noted the GAPTC were also awaiting a response from Cotswold District Council. Cllr M Mackenzie-Charrington suggested he may be able provide further information on possible options. Councillors agreed that they would wait for further information prior to next steps.

**24.07.09.8 Review finding from Chairman regarding website accessibility**

The Clerk had contacted Ian Piper for a quote to review the website and provide an Accessibility report, the quote was £25. All councillors agreed to proceed with this work.

**24.07.09.9 Review and approve cheques**

The following cheques were approved and signed

a. Clerks wages - £196.40

b. HMRC tax payment for Clerks wages - £49.00

c. PATA payroll - £17.85

d. Zurich Insurance - £162.44

**24.07.09.10 Receive financial report and reconcile with bank statements.**

All councillors reviewed the financial report and reconciled against the lasted bank statement. signed by Cllr Smith

**24.06.25.11 Confirm council has no Direct Debits/Standing orders.**

Agreed by all

**24.06.25.12 Confirm the arrangements for insurance cover**

Councillors reviewed the insurance cover provided by Community First

**24.06.25.13 Review future of the council and agree actions**

Councillors agreed that they would wait for further information regarding the options in fulfilling the Clerk role prior to next steps.

**24.06.25.14 To consider matters for the agenda of the next Parish Council meeting**

* Toreceive recommendations in relation to the future of this Parish Council
* To consider the role of the Clerk/RFO

**24.06.25.14 Agree Date of next meeting**

Next official meeting to be held on the 10th September 2024 at 6.30pm at West Barn Farm, Cutsdean.

**Meeting closed 7.56pm**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By email: Denny Beetson, Edward Smith, Matthew Butler, Chris Clarke, David Wright, Mark MacKenzie-Charrington.