



**To Members of Council:**

You are hereby summoned to the MEETING OF THE COUNCIL to be held on **Tuesday, 30<sup>th</sup> January, 2024 at 7:30pm** at MISERDEN VILLAGE HALL to conduct the following business.

Gwen Durland  
Miserden Parish Clerk

1. Welcome by Chairman & receipt of apologies
2. To **receive** declarations of interest or requests for dispensations
3. To **approve** the minutes of the meeting of the EPM January 2024
4. To **update** clerk and council of any matters arising since last **regular** meeting
5. To **receive** Chairman's announcements
6. To **hear and resolve** complaint submitted from member of community
7. To **receive** questions from members of the public (if present)
8. To **receive** the Clerk's Report as follows
  - a. Financial report as of 30/1/24 (Appendix A)
  - b. Expenditures for approval January 2024 (Appendix B)
  - c. Update on banking migration – signatory forms/timescale
  - d. May 2 Election
  - e. Website Accessibility WCA 2.1AA compliance (Appendix C)
9. To **review** and **vote** on draft budget for 2024/25
10. To **review** and **vote** proposed precept request
11. To **review and approve** implementation of the following new policies/pledges:
  - a. Social Media policy (Appendix D)
  - b. Civility and Respect Pledge (Appendix E)
  - c. Biodiversity pledge and action plan (Appendix F)
12. To **discuss** parish planning permission application(s)
  - a. No planning permissions outstanding
  - b. Swedish Timber Houses – status report/next steps
13. To **receive** County, District and Countryside updates from:
  - a. County Councillor
  - b. District Councillor
  - c. Cotswold Voluntary Warden
14. To **hear** any other business



## Clerk's Report 30 January, 2024

### A. Appendix A

Financial report as of 30/1/24

- a. Current Account Balance £9,346.91
- b. Business Select Account Balance £5,137.04
- c. Asset register current (replacement) value £54,396.99
- d. Total value of assets and cash: £68,880.94

### B. Appendix B

Expenditures for approval January 2024

- a. Staff salary £712
- b. Scribe Accounts annual subscription £328.32
- c. Expenses: £44.05
  - i. HP Ink £4.49
  - ii. Laminator & pouches £33.56
  - iii. 2<sup>nd</sup> class postage (book of 8) £6.00

### C. Update on banking migration – signatory forms/timescale

- a. The Cooperative bank has signatories that need to be removed. Cllrs Ractliffe and Duberley are only active signatories currently listed with the Co-Op Bank, therefore need to obtain list of inactive councillors from the Co-Op and then obtain signatures from former councillors to remove them from account.
- b. It is recommended that all Council members be banking signatories-concurrent to inactive signatory removal, Cllrs Allin, Dangerfield and Cobb should fill out provided form ASAP for submission to bank.
- c. Online banking app has been updated. Cllr Ractliffe should have secure ID fob unlocked, then replaced with new smartphone app allowing easier access to online account.
- d. Clerk Gwen Durland to be listed as primary correspondence contact, and given Online banking access, with signatory approval via smartphone app.
- e. Lloyd's Bank.
- f. Timescale completely dependent on speed at which the above forms, enquiries, and device reset has been accomplished, plus bank processing time.

### D. May 2 Election

- a. District Council elections 2 May.
- b. This is the first year voter ID is MANDATORY for voting at polling places. Mail-in ballots exempt from ID requirement.
- c. All instructions for obtaining a voter ID are available on the MPC website with links to application for a free ID if needed.
- d. **Of note:** SDC is hiring election officials for polling places around the district. Poll Clerk £178.20 for the day plus £25 training payment and £10 mileage  
Presiding Officers £257.76 +£25 training and £15 mileage for ballot delivery after poll close.

Eligibility and online applications available here

<https://www.stroud.gov.uk/council-and-democracy/elections/elections-job-opportunities>



E. Website Accessibility WCA 2.1AA compliance (**Appendix C**)

- a. All parish, town, borough and city councils need a compliant WCAG 2.1 AA rated website by September 23rd, 2020. The current website could be updated to meet compliance, but the time required to do this would probably cost more than getting a new site that's based on an already-compliant framework.
- a. Increasingly strict government guidelines will soon become mandatory; therefore, it is essential we get our website updated to provide the best transparency and accessibility for the residents of the Parish now.
- b. Several parishioners have already found the site difficult to view and clunky in navigation, especially on a phone. A new, bespoke framework designed by a web provider which can easily be updated by regular and locum staff as well as council members is needed.
- c. Secure .GOV email addresses for council members are imperative for security both of the Council and the personal privacy of the councillors' personal e-mail accounts due to the Freedom of Information Act. A secure email environment which all councillors use when discussing any council business needs to be implemented ASAP and utilised by every council member as a matter of urgency.