

SHUSTOKE PARISH COUNCIL

ORDINARY MEETING

Monday 14th May 2018 at 7.40pm
Shustoke Village Hall

MINUTES

PRESENT:- Councillor B Chandler (Chair), Councillors R Pugh and S Taylor
Clerk to the Council – D Jeans
One member of the public.

1. Village Hall Evacuation Procedures

1.1 The Chair outlined the evacuation procedures.

2. Apologies

2.1 All Councillors were present.

3. Declarations of Interest

3.1 There were no declarations of interest.

4. Minutes of Previous Meeting (12th February 2018)

4.1 Councillor Chandler proposed that the minutes were accepted as a true record, seconded by Councillor Pugh and approved by Councillors present.

5. Matters arising

5.1 There were no matters arising.

6. Contributions from Public (Maximum 30 minutes)

6.1 The Chair asked for contributions from members of the public present at the meeting. The Chair asked that items raised at the previous meeting that evening should not be re-introduced.

6.2 There were no contributions.

7. Financial Report (including audits)

7.1 The Clerk advised that the Council had both an income and expenditure of less than £25,000 per annum and was thus able to certify itself as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. The Clerk confirmed that the internal audit of the 2017/18 accounts

had been undertaken and a number of issues had been raised and reported. A copy of the internal audit report had been circulated to Councillors. He referred to the external auditors report upon the 2016/17 accounts and advised that the recommendations within that report had not been fully implemented during 2017/18. This had been reflected in the critical internal auditors report. He advised that the Annual Governance Statement needed to reflect the deficiencies in 2017/18 even though those deficiencies had been remedied for 2018/19. The Clerk advised that the Council could request a limited assurance review in which case, the Council should not certify itself as exempt.

- 7.2a Following discussion, Councillor Chandler proposed that the Council certified itself exempt and this was seconded by Councillor Pugh and agreed by all Councillors present. The Chair and Clerk signed the Certificate.
- 7.3 Councillors had received the internal audit form dated 18th April 2018 and noted its contents.
- 7.4 The Clerk reminded Councillors that they needed to consider the Annual Governance Statement, approve and sign it before consideration of the accounting statements.
- 7.5 Councillors considered the detail of the Annual Governance Statement and agreed its scoring. Councillor Chandler proposed the completed Statement be approved, seconded by Councillor Taylor and the document was adopted by the Council and signed by the Chair and Clerk.
- 7.6 Councillors then considered the content of the various 2017/18 financial statements and the Accounting Statement. Councillor Chandler proposed the Accounting Statement 2017/18 be approved, seconded by Councillor Pugh and the documents were adopted by the Council and signed by the Chair and Clerk.
- 7.7 The Clerk advised that the 'Notice of Public Rights' had been published on the website with a copy on the notice board, providing a period for public inspection of financial documents between 18th June 2018 and 27th July 2018.
- 7.8 The Clerk reminded Councillors that the 2018/19 Annual Budget (previously circulated) had not yet been formally adopted by the Council. Councillor Chandler proposed the 2018/19 Annual Budget be approved, seconded by Councillor Pugh and the document was signed and adopted by the Council.
- 7.9 The Clerk sought formal approval for the extension of the Fairways contract for planter and rose bed maintenance plus grass cutting and hedge trimming.
- 7.9.1 On a proposal from the Chair, seconded by Councillor Pugh, Councillors agreed to the following:-
- a) Mowing of Playing Field (cut and drop) - 14 cuts at £2240 adjusted for missed cuts as necessary;
 - b) Cutting of hedge around Village Hall, arisings moved off site – 2 cuts at £240;
 - c) Maintenance of Rose bed and Planter Maintenance – including fertiliser/compost, planting of bedding supplied by others, weeding etc. - 15 visits at £600;

- d) First Cut – Mowing of playground area and other areas around village as per supplied map, grass collected and removed off site - 1 cut at £220;
- e) Mowing of playground area and other areas around village as per supplied map, cut and drop - 13 cuts at £1560.

- 7.10 The Clerk had previously circulated a quote from North Warwickshire Borough Council for continuation of its contract for grounds maintenance services. NWBC was willing to fix the price of the contract over a three year period. On a proposal by the Chair, seconded by Councillor Taylor, Councillors resolved to accept the quote of £870.38 per annum.
- 7.11 A schedule of payments (attached) was presented to the Council, accompanied by explanations from the Clerk. Authority was confirmed for the payments through a proposal by Councillor Chandler, seconded by Councillor Taylor and agreed by all present.
- 7.12 The financial statement and bank statements to 14th May were examined by Councillors and the interim unaudited statement signed by the Chair.
- 7.13 The Clerk advised that a new signatory was required, following the resignation of Councillor Knight. It was resolved that Councillor Pugh would become a signatory.

8. Planning Matters

- 8.1 North Warwickshire Borough Council's development control lists had been circulated when received. Since the last meeting one application PAP/2018/0279 had arisen within Shustoke Parish. Councillors resolved to make no objection.

9. Reports from County and Borough Councillors

- 9.1 No County or Borough Councillors were present.

10. Reports from Parish Councillors

- 10.1 Councillor Chandler outlined the progress being made by Hazelwood Practice following the appointment of a new practice manager. At the last meeting, Councillor Chandler had highlighted confusion surrounding bowel cancer checks and this was to be resolved and processes publicised. A new telephone system was to be installed. The minutes of the PGF meeting would be added to the website.

Correspondence

11.1 WALC County Committee

- 11.1.1 Nominations had been sought for election to the WALC County Committee. Councillor Pugh proposed Councillor Chandler, seconded by Councillor Taylor. It was resolved to nominate Councillor Chandler. The necessary WALC form was signed by the Chair.

11.2 Village Shop and Hall

11.2.1 The Chair and Clerk had been in communication with the Shustoke Village Hall Committee Ltd. with reference to clarification of governance issues and financial responsibilities. Discussions were to continue.

11.2.2 In response to an enquiry from the floor, the Chair provided an explanation of the Council's current concerns.

The Chair closed the meeting at 8.34pm

I certify that these minutes, comprising four pages and an attached payments schedule covering 1st April to 14th May 2018, represent a true record of the ordinary meeting held on 14th May 2018.

_____ ***Chair*** _____ ***Date***