

SHUSTOKE PARISH COUNCIL

Monday 13th May 2019

at

Shustoke Village Hall

ORDINARY MEETING

Held at 7.31pm after the Annual Meeting of the Council

Draft Minutes

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PRESENT:- Councillor B Chandler (Chair), Councillor R Pugh (Vice Chair)
Councillors G Daw, L Pugh, S Taylor
Clerk to the Council, D Jeans.
No members of the public were present.

1. Village Hall Evacuation Procedures

1.1 The Chair confirmed all present were aware of the evacuation procedures.

2. Apologies

2.1 Apologies had been received from Councillor R Gough.

3. Declarations of Interest

3.1 There were no declarations from Councillors present.

4. Minutes of Previous Meetings (11th February 2019 and 8th April 2019)

4.1 The draft minutes of the meeting on 11th February 2019 had been published and their adoption was proposed by Councillor Chandler seconded by Councillor R Pugh, and agreed by Councillors present. The Chair duly signed the minutes.

4.2 The draft minutes of the Annual Meeting of the Parish on 8th April 2019 had been published and their adoption was proposed by Councillor Chandler seconded by Councillor L Pugh and agreed by Councillors present. The Chair duly signed the minutes.

5. Matters arising

5.1 There were no matters arising.

6. Contributions from the Public (Maximum 30 minutes)

6.1 There were no contributions from the public.

7. Financial Report and Audit

7.1 The Clerk had previously circulated reports of 2018/19 Council and village hall income and along with the bank statements.

7.2 He highlighted that he had maintained the village hall accounts since the withdrawal of SVHCLtd in October 2018, working with Councillor R Pugh who maintained the booking register. The accounts and register had been reconciled at the end of the financial year. The process had worked well, to date, and had attracted no comment nor concern from the internal auditor. He reminded Councillors that without a properly constituted hall committee with its own treasurer, he would need to retain control of the accounts on behalf of the Council. The additional work involved had previously been addressed by the Council by increasing the Clerk's designated hours of work and appropriate transfers of funds from the hall account to the Council's account.

7.3 The accounts had been subject to internal audit on 2nd May and no issues had been raised. The Clerk advised that Councillors needed to satisfy themselves that appropriate accounting records had been maintained to an acceptable standard during 2018/19, and that sufficient internal controls were in place. He reminded Members that he provided Councillors with monthly financial reports including reconciliations, supported by bank statements. On a proposal by Councillor R Pugh seconded by Councillor Chandler, the Council resolved to accept the audited accounts and associated audit documents and they were duly signed by the Chair.

7.4 Councillors were reminded that since the gross income and expenditure were both below £25k, that they could resolve to sign a Certificate of Exemption from a limited assurance review. The alternative was to seek an independent review at a cost of £200 + VAT.

7.5 On a proposal by Councillor Chandler seconded by Councillor L Pugh, the Council resolved to sign a Certificate of Exemption.

7.6 The Clerk advised that the Council were statutorily required to define a period for the exercise of public rights to view the accounts and all related documents, and he was proposing the period 17th June and 26th July 2019. This was agreed by Councillors.

7.7 The Clerk had circulated the April financial report and supporting bank statements. He had also circulated the updated budgets for 2019/20 for both the Council and hall. On a proposal by Councillor Chandler seconded by Councillor Taylor, the Council resolved to accept the financial reports and 2019/20 budgets which were duly signed by the Chair.

7.8 Schedules of payments were presented to the Council for both the Council and hall, which were approved and signed by Councillors Chandler and R Gough.

8. Planning Matters

8.1 There were no planning matters outstanding.

9. Reports from County and Borough Councillors

9.1 There were no County or Borough Councillors present.

10. Reports from Parish Councillors

10.1 Patient Participant Group

10.1.1 Councillor Chandler provided a summary of recent initiatives. Information on powers of attorney would appear on the Practice's website.

10.2 Walk to School Initiative and Afternoon Tea Event

10.2.1 Councillor Chandler confirmed that the 'Walk to School' week would take place from 10th June and would involve parents parking at the Plough and village hall car parks. The School Head, Miss Wall, was also organising an 'afternoon tea' at the School on 23rd May.

10.3 Telephone Kiosk

10.3.1 The Chair was looking at options for different uses of the Village telephone kiosk, including a book club.

10.4 Council Publicity Contribution to WALC Annual Report

10.4.1 Councillor R Pugh was asked to provide photographs of village hall users to WALC for consideration of publication in its annual report.

10.5 Village Hall

10.5.1 Councillor L Pugh reported that £147 had been raised for the hall through a draw held at the Griffin. Councillors L and R Pugh were thanked by the Chair for their hard work leading to a very helpful donation.

10.5.2 Councillor Pugh advised that she had attended the first Pilates class and it had proved very successful. It would take place at 1.45pm on Mondays.

- 10.5.3 Bookings continued to grow with the Play Group now operating two events per week.
- 10.5.4 Councillor R Pugh had received proposed designs for a hall 'sign' and these would be circulated to members. On a proposal by the Chair, seconded by Councillor Taylor, it was resolved to delegate purchase of a sign to Councillor R Pugh with a cash limit of £200.
- 10.5.5 Councillor L Pugh was considering holding an 'Auction of Promises'.
- 10.5.6 Councillor R Pugh was looking at a 'Hive' remote system of controlling the hall heating.
- 10.5.7 Following discussion of the alarm system, it was agreed the annual service would be brought forward and the codes changed again.
- 10.5.8 Councillor Daw introduced the topic of hall cleaning. Following discussion, it was agreed that the current system was adequate, but that additional cleaning equipment needed to be procured.
- 10.5.9 Councillor R Pugh reported that storage facilities remained an issue at the hall and she was looking at the acquisition of a container.
- 10.5.10 The Clerk reminded Councillors the hall would host the European elections on 23rd May.

10.6 Horticultural Services

- 10.6.1 Councillor Taylor reported that the latest cut of the recreation ground on 30th April had been of poor quality.
- 10.6.2 The Clerk reported that he had received a request from Fairways to take action against the moles residing under the playing field. Their deposits were affecting grass cutting with soil blocking the mowers.
- 10.6.3 The Clerk also reported a concern expressed by a resident that the cut grass was causing a nuisance. She had been advised that horticultural services were the highest Council spend and that collecting grass after cuts was significantly more expensive, but that her concerns would be shared with Councillors.
- 10.6.4 It was agreed that the Clerk should contact Fairways to express the concern of the Council and request, again, advance notice of the cuts.
- 10.6.5 Councillor R Pugh reported that two of the five planters had been adopted by local residents. An approach to the Allotments Committee to adopt the others was re-considered, and Councillor Taylor agreed to speak to Committee

members. The Chair also agreed to investigate a possible source of plants etc. Finally, the Clerk was asked to contact Rachael Gough who had previously suggested she could source plants from Melbecks.

10.7 Recreation Ground

10.7.1 Dog deposits continued to be an issue despite the availability of bins. It was agreed mention would be made in the next Connecting Four contribution.

10.7.2 Councillors discussed the replacement of the play equipment and agreed this should be a specific item on the agenda of the July meeting. The Clerk agreed to seek details of Coleshill's acquisition of equipment.

10.8 Neighbourhood Watch

10.8.1 Councillor Daw continued to work on securing a Neighbourhood Watch presentation which was agreed should take place on a Monday evening.

11. **Correspondence**

11.1 The Clerk had received an email from the Tame Valley Wetlands Group seeking a donation for leaflets to promote Shustoke circular walks. The total cost of 2000 leaflets was around £240. Councillors had taken the opportunity to talk with the Groups' representative, Emily Reilly, prior to the Council meeting.

11.2 Councillors discussed the issue in detail, but finally agreed that in furtherance of 'saving the planet', additional paper leaflets should be avoided, and greater use made of electronic maps on mobile devices. The Clerk was asked to respond to Emily Reilly with the Council's decision, but offering to add information or maps to the Council's website and hall Facebook group page.

I certify that these minutes, comprising _____ pages and attached Council and hall payment schedules covering 1st April to 13th May 2019, represent a true record of the ordinary meeting held on 13th May 2019.

_____ *Chair* _____ *Date*