

**UNSIGNED MINUTES OF
THE WHITTLESFORD PARISH COUNCIL EXTRA-ORDINARY MEETING
HELD IN THE MEMORIAL HALL ON TUESDAY 22nd NOVEMBER 2016 AT 7.30 pm
www.whittleweb.org.uk**

Parish Arthur Greaves, (AG) *Chairman*
Councillors present: Pam Freeman (PF) Jude Townley (JT)
 Martin Livermore (ML) Will Thomas (WT)
 Ella Pope (EP) Roy Warnes (RW), *Parish Clerk*
 Marie Swann (MS)

No members of the public were present

1. APOLOGIES FOR ABSENCE Jan Holmes (JH), Ken Winterbottom (KW). Councillors Tim Teversham & Peter Topping were absent

2. DECLARATION OF INTERESTS IN AGENDA ITEMS None

3. NOVEMBER 2016 STATEMENT OF ACCOUNTS

- Balance in hand at 22/11/16: £146,409 comprising:

General Funds: £32935 (of which £10000 needed for remainder of 2016/17 financial year)

Contingency Fund: £15000

Sec 106 Funds: £53474 (POS contribution £43211.05 (£20000 earmarked for Newton Rd OS and Lawn Play area refurbishment): Public Arts contribution £10262.95 (on hold until Neighbourhood Plan completed)

Maynards endowment £45000

4. SET BUDGET & PRECEPT FOR 2017/2018

DECISION: After discussion, the budget was approved unanimously:

WPC INCOME

	Budget 2017/18
Agency Services (CCC Verge grant)	£2,000
Cemetery Fees	£1,500
Tenancies	£1,500
Investments	£250
Neighbourhood Plan Grant	£3,000
Precept	£41,750
TOTAL	£50,000
WPC EXPENDITURE	
	Budget 2017/18
Administration (inc Wages)	£12,000
Capital Spending + other payments	£10,000
Street Lights - energy	£2,700
General Village Maintenance (inc Cutting War Memorial Hedge, cleaning war memorial)	£3,000

Verge Grass Cutting (assuming 6 cuts per year)	£3,000
Cemetery	£2,300
Open Spaces (Maynards)	£1,500
Allotments/Orchard	£3,000
Neighbourhood Plan	£3,000
Annual LT grant	£8,000
Sec 137 Free resource funding	£8,000
TOTAL	£56,500

Section 106 anticipated expenditure – Newton Rd Play Area	£12,000
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£6500 from the General Fund will be used to make up the shortfall on Income.

DECISION: The precept for 2017/18 was set at £41750 and was approved unanimously. This is a 12.8% increase on the 2016/17 figure. The Band D charge calculated on a tax base of 779 properties will be £53.59 per property, compared to £47 last year (784 properties).

Anticipated capital projects to include:

2017/18 Local Highways Initiative contribution

Various new road signs, yellow lines, road markings to improve road safety

Newton Road Open Space project (funded by Sec 106)

Lawn Trust legal lease costs

Additional Village Maintenance Contract (cutting footpaths/Newton Rd/Hedge maintenance)

Public Footpath Information Panels (possibly funded by sec 106)

Joint partnership with CCC to resurface selected footways

5. REVIEW OF SECTION 106 FUNDS

Section 106 contributions received since 2010 total £117,359, of which £83885 has been spent or allocated to projects.

This means almost 72% of the contributions have already been used or committed for the benefit of the community.

6. FOLLOW-UP ON REVIEW OF 2016 ACCOUNTING PROCEDURES

This review had taken place in June 2016 ahead of presentation to Council of the End of Year accounts to be submitted to the External Auditor.

SLCC MEMBERSHIP RW requested that as Clerk he would like to register as a member of the Society of Local Council Clerks. They offer a range of facilities including an advisory service. RW given permission to enroll. Annual fee likely to be £108, compared to the £383 annual CAPALC membership fee. This is due for renewal in May and the merits of both bodies will be monitored and a view on continued membership with CAPALC taken then.

ON LINE COUNCIL BANKING RW also requested, that in view of recent legislation enacted to allow electronic and online banking, (until 2014, parish councils were required to make all payments by cheques signed by two councilors, a requirement dated from section 150 (5) of the Local Government Act 1972, but the Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 (SI 2014-580) removed this requirement for both England and Wales), he now be permitted to pay all bills using online banking facilities. Permission was granted.

The Parish Council current account had by default become a single signatory account in 2014/15, although the facility had only been used twice in connection with approved bank standing orders.

ACCOUNT MONITORING AG & KW to receive weekly email from Santander to enable the current account to be regularly monitored, ensuring closer scrutiny and enhancing financial integrity. RW to implement.

Two signatories are still needed for the NS&I account.

RW given permission to apply to Santander for a credit or debit card with a £500 limit to be used for sundry items which at the moment he pays using his own card.

WEBSITE PUBLICATION It was also noted that End of Year Accounts to be submitted to the External Auditor, and his subsequent report, must be posted on the Council's website as well as on noticeboards.

INTERNAL AUDITOR The Council agreed to appoint Hugh Holland as Internal Auditor for the 2016/17 Accounts.

ANNUAL FINANCE MEETING It was noted that a committee comprising all members of the Council, is in essence a meeting of the Full Council. Consequently, the Finance Committee will henceforth meet as an extra-Ordinary PCM to set annual budget and precept.

7. UPDATE ASSET REGISTER

- The Internal Auditor has asked to see the Asset Register. It was clear that this was out of date and did not fully correspond to the assets showing on the Council's Insurance Policy.
- An inventory will be taken of all dog and litter bins, bus shelters, bench seats, noticeboards, signs, and gates. Computer equipment no longer in use or which has been disposed, will be removed.
- The Memorial Hall and associated signs will be removed as these appear on the Trustee Accounts for the Memorial Hall. The Asset Register will note this.
- Recently installed Parish streetlights will be added to the insured asset list, and it will be established who is responsible for future maintenance?

8. REVIEW OF CONTRACTS, FEES AND RENTS

CONTRACTS

The four contracts for Allotments, Cemetery, Maynards and Grass Verges & Footpaths will be renewed for a further year with existing contractors, commencing 1st April 2017.

A new contract to cover regular maintenance of Allotment hedgerow, Newton Road Open Space, additional cuts of selected public footpaths, annual hedgerow and Maynards spraying will be drawn up and put out to tender.

For further consideration are maintenance work for the War Memorial Garden, North Rd verge adjacent to Cemetery gates and grass verge in front of Memorial Hall.

CEMETERY FEES will remain unchanged from January 2016 with one minor amendment that Interment for non-resident children under 18 will not be charged.

FARM RENTS were reviewed last year and are now coming into force.

9. DATE OF NEXT MEETING Tuesday 29th Nov 2017 at 7.30 pm in the Memorial Hall.