

DRAFT Minutes of the **ANNUAL GENERAL MEETING** of Staverton Parish Council held on Monday 14 May 2018 at 7 pm at Staverton Village Hall.

The meeting started at 7.30 pm.

18. PRESENT: Chair Simon Richardson, Vice Chair Mark Frati, Cllr Lindsay Shaw, Cllr Nick Woodall, Cllr Kevin Lamb, Cllr Paul Nye, Cllr Jeff Gibson and Parish Clerk June Jones

Attending: Wiltshire Cllr Trevor Carbin, Two Residents

19. APOLOGIES: Cllr Ray Symonds, PCSO Andrew MacLachlan, Revd John Rees and Mrs Miriam Wiltshire, Head Teacher of Emmaus School.

20. ELECTION TO OFFICE

- a. Cllr Nick Woodall proposed and Cllr Paul Nye seconded that Cllr Simon Richardson be elected the Chair of the Parish Council for the next twelve months. The proposal was carried unanimously.
Cllr Jeff Gibson proposed and Cllr Simon Richardson seconded that Cllr Mark Frati be elected the Vice Chair of the Parish Council for the next twelve months. The proposal was carried unanimously.
- b. The elected Chair and Vice Chair signed the Declaration of Acceptance of Office in the presence of the Parish Clerk.

21. MINUTES OF THE LAST AGM MEETING held on Monday 15 May 2017: These were held to be a true record

22. SPORTS GROUND & VILLAGE HALL

- a. **Sports Ground Matters:** The new Management Agreement for the Playing Fields is still with Wiltshire Council legal department. The first draft needed to be rewritten as it contained several errors.
- b. **Village Hall:** The front doors need some repairs. It was agreed that new doors would be budgeted for in the November meeting. *Action: Cllr Nick Woodall to repair bottom of doors for the time being.*
- c. **Storage Container:** *Action: Cllr Paul Nye to purchase some bolts to attach the wooden battens to the side of the container and then a date will be set to carry out the job.*

23. FINANCE

- a. **The Clerk's finance report** of activity since the last meeting was unanimously approved.

BANK ACCOUNTS AND PETTY CASH HELD				
Date of Balance		ACCOUNT BALANCES	Date of Balance	
£			£	
14,342.27	12.3.18	NAT WEST PRECEPT ACCOUNT	22,861.90	30.4.18
4,271.00	12.3.18	NAT WEST - CLERKS GRATUITY ACCOUNT	4,271.00	30.4.18
14.68	12.3.18	PETTY CASH	73.12	30.4.18
7,862.68	12.3.18	NAT WEST GROUND MAINTENANCE FUND	8,045.90	30.4.18
50,000	12.3.18	JULIAN HODGE BANK (Investment Bond 2 YR)	50,000	30.4.18
15,000	12.3.18	JULIAN HODGE BANK (3 YR FIXED DEPOSIT ACCOUNT)	15,000	30.4.18
91,490.63			100,251.92	

NATIONAL WESTMINSTER PRECEPT ACCOUNT

Date	Chq	Description	Net Cost £	Income £
PAYMENTS SINCE LAST MEETING				
30.1.18	SO	Clerk's NET Salary Jan 18	922.93	
22.2.18	SO	Clerk's NET Salary Feb 18 + 20p outstanding Nov 17	922.93	
29.1.18	DD	Southern Electric to 11 Jan 18	32.07	
20.2.18	917	Telephone & Laptop insurance Feb 18	32.08	
28.2.18	918	Cleaning village hall Feb 18	100.00	
6.3.18	919	LCPAS Data Protection Officer Service 1 yr	150.00	
12.3.18	dd	Gas bill to 19 Feb 18	20.44	
19.3.18	920	Petty Cash transfer £250	0.00	
19.3.18	921	Telephone & Laptop insurance Mar 18	29.32	
29.3.18	922	Cleaning contract for village hall Inv 35 Mar 18	125.00	
29.3.18	923	Noticeboard Co. - Noticeboard for the Slipway Inv 2236	1109.00	
5.4.18	924	HMRC Employer NI & PAYE Jan to Mar 18	888.05	
5.4.18	925	David Owen - PAYE fees to March 2018 Inv 25483	60.00	
5.4.18	926	Abu Gas & Plumbing repairs to heating system village hall	600.00	
26.4.18	927	White Horse Property Services - hedge cutting inv 1331	160.00	
26.4.18	928	Telephone & Laptop Insurance for Apr 18	29.33	
24.4.18	929	IDVERDE Bin Emptying Contract for 2018 Inv GM757648	117.00	
10.4.18	SO	Clerk's NET salary March 2018	922.93	
10.4.18	SO	Clerk's NET salary April 2018	922.93	
30.4.18	930	Cleaning village hall Apr 18	100.00	
			7,244.01	
PIS INCOME SINCE LAST MEETING				
23.3.18	416	Staverton Rangers FC field hire Mar18		100
23.3.18	417	Inv 184 village hall hire May 18		44
12.04.18	418	Inv 189 village hall hire Apr 18		54
12.04.18	419	Inv 185 village hall hire Feb 18		42
12.4.18	419	Inv 188 village hall hire Mar 18		42
12.04.18	420	Inv 190 village hall hire Apr 18		22
12.04.18	421	Inv 186 village hall hire Feb 18		28
24.4.18	422	Staverton Rangers FC field hire Apr 18		150
26.4.18	423	Inv 176 village hall hire Feb 18		30
30.4.18	424	Inv 182 village hall hire Mar 18		33
				545
TRANSFER				
11.2.18	914	Petty Cash		250

NATIONAL WESTMINSTER MAINTENANCE FUND ACCOUNT

Cheque
No

PAYMENTS SINCE LAST MEETING

			0.00	
PIS	INCOME SINCE LAST MEETING			
19.3.18	BACS	Julian Hodge Bank Investments		14.84
21.3.18	BACS	Julian Hodge Bank Investments		72.11
18.4.18	BACS	Julian Hodge Bank Investments		16.43
23.4.18	BACS	Julian Hodge Bank Investments		79.84
				183.22
Nos	PETTY CASH PAYMENTS SINCE LAST MEETING		Net Cost	Income
			£	
To 11.5.18	01-Oct	Stationary and village hall renewals		
			95.24	
			95.24	

- b. **Internal Audit Report by Auditing Solutions:** The Overall Conclusion stated: “We have concluded that, based on the satisfactory completion of our programme of work for the year, the Council has again maintained adequate and effective internal control arrangements. We are pleased to report that there are no issues arising this year warranting formal comment or recommendation. We have therefore, completed and signed the “Internal Audit Report” having concluded that the control objectives set out in that report have been achieved within the financial year to a standard adequate to meet the needs of the Council. We would like to take this opportunity to commend the Clerk on the clear presentation of the Audit documents for Financial Year 2017/18 and for her work on developing the Council’s GDPR policy and supporting documents which will ensure that the council is compliant with the new Data Protection Regulations from the 25th May 2018”.
- c. **Recommendations in the Internal Audit Report:** It was noted that the general reserve have been depleted due to the cost of remodeling of the village hall, however earmarked reserves hold healthy balances. This will be reviewed for 2018/19. Chair Simon Richardson proposed and Vice Chair Mark Frati seconded the Internal Audit Report be accepted. Motion carried unanimously.
- d. **Annual Governance Statement 2017/18 Section 1:** Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that the Parish Council agree the statement for 2017/18. This was unanimously agreed.
- e. **Unaudited Year End Accounts 2017/18:** Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that the Year End Accounts and Reserves be approved. This was unanimously agreed.
- f. **Accounting Statement 2017/18 Section 2 for Staverton Parish Council:** Vice Chair Mark Frati proposed and Chair Simon Richardson seconded that the Annual Return be approved. This was unanimously agreed.
- g. **New Accountants for 2018/19 for Year End:** Once again the Parish Council thanked Mrs Wendy Grant for closing down Year End 2017/18 but recognized that it was sensible to employ a firm of accountants to do this for 2018/19 as Mrs Grant has now moved away. The Council have approached David Owen Ltd of Devizes and the Clerk and the Chair will be meeting with the accountants to discuss future requirements.
- h. **Mrs Grant** has asked that her fee for £100 be donated to a charity agreed by the Parish Council. It was unanimously agreed that this would be used to help maintain the reed beds in Staverton by the Wild Life Trust. Cllr Trevor Carbin to arrange.
- i. **External and Internal Auditors 2018/19:** Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that PFK Littlejohn and Auditing Solutions be approved for the audit 2018/19. Motion carried unanimously.
- j. **Insurance 2018/19:** The insurance contract with Community First (Zurich) comes up for renewal on 1st June 2018. It was unanimously agreed that the Parish Council renewed the contract for a further 3 years at £1,361.02 plus tax.
- k. **WALC/NALC/COMMUNITY FIRST Contracts 2018/19:** The Parish Council unanimously agreed to renew contracts with Wiltshire Association of Local Councils and Community First for 2018/19.

24. CORRESPONDENCE – The following has been received since the last meeting in March 2018.

- Briefing Note 345 – General Data Protection Regulations
- Briefing Note 346 – Ofsted re Children and Young People with disabilities in Wiltshire
- Briefing Note 347 – Outdoor learning centres in Wiltshire
- Briefing Note 348 – Electoral Review of Wiltshire Council on new Division Boundaries

- e. Briefing Note 350 – Foster Carers
- f. Briefing Note 351 – Adult Social Care Services
- g. Briefing Note 352 – Termination of free of charge waste collections services from halls, meeting rooms or social clubs.
- h. Briefing Note 353 – UK Youth Parliament Elections
- i. Briefing Note 354 – General Data Protection Regulations – Information for Town and Parish Councils
- j. Guidance Notes for Parish & Town Councils receiving and the use of CIL (S106) Funds

25. DATE OF THE NEXT MEETING – 16th July 2018. The meeting closed at 8.15 pm.