

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 6.40 pm.

36. PRESENT: Chair Simon Richardson, Vice Chair Mark Frati, Cllr Lindsay Shaw, Cllr Nick Woodall, Cllr Kevin Lamb, Cllr Paul Nye, Cllr Andy Borresen, Cllr Ray Symonds and Parish Clerk June Jones

Attending: Wiltshire Cllr Trevor Carbin, Two Residents

37. APOLOGIES: Cllr Jeff Gibson, Cllr Mark Frati late arrival from work, Cllr Paul Nye, late arrival from work

38. ELECTION TO OFFICE

a. ELECT CHAIR: Cllr Andy Borresen proposed and Cllr Kevin Lamb seconded that Cllr Simon Richardson be elected the Chair of the Parish Council for the next twelve months. The proposal was carried unanimously.

Cllr Mark Frati arrived at 6.54 pm.

b. ELECT VICE CHAIR: Chair Simon Richardson proposed and Cllr Nick Woodall seconded that Cllr Mark Frati be elected the Vice Chair of the Parish Council for the next twelve months. The proposal was carried unanimously

c. The elected Chair and Vice Chair signed the Declaration of Acceptance of Office in the presence of the Parish Clerk.

Chair Simon Richardson was asked to include the following two late agenda items. He agreed to these.

1. **PLANNING APPLICATION 19/04222/FUL** – Proposed extension to provide annex at Meadowside, 30 Staverton. No objections were raised.
2. **Newsletter** – Cllr Lindsay Shaw asked for Editor Natasha Webster to receive all contributions by Thursday 6th June. He also asked Councillors for new ideas to encourage residents and local business to contribute.

7.00 pm Cllrs Ray Symonds and Paul Nye arrived at the meeting.

39. MINUTES OF THE LAST AGM MEETING held on Monday 14 May 2018: These were held to be a true record

40. SPORTS GROUND & VILLAGE HALL

- a. **Sports Ground – Management Agreement** – The Agreement has now been signed by the Parish Council and the Primary School and returned to Wiltshire Council.
- b. **Meeting with Staverton Rangers:** Cllr Shaw said that discussions between Staverton Rangers FC and the Parish Council were useful and informative. It is hoped to work closer with the teams in the future. Enquiries are ongoing regarding the installation of a gate to the rear of the village hall to house the goal posts.
- c. **Storage Container:** Arrangements have been agreed to carry out a trial run on covering up the side of the container and if successful the rest of the work will be carried out in the next few weeks.

41. COMPLAINT

Wiltshire Council Standards Sub Committee have notified the Parish Council that no further action will be taken regarding a Code of Conduct complaint against one of the Councillors by a member of the public.

42. FINANCE

a. **Clerk's Financial Report since the last meeting.**

BANK ACCOUNTS AND PETTY CASH HELD				
	Date of Balance	ACCOUNT BALANCES	£	Date of Balance
£				
5424.81	12.03.19	NAT WEST PRECEPT ACCOUNT	14,709.28	30.4.19
4,804.17	12.03.19	NAT WEST - CLERKS GRATUITY ACCOUNT	4,804.17	30.4.19

80.48	12.3.09	PETTY CASH	15.5	30.4.19
7226.07	12.03.19	NAT WEST GROUND MAINTENANCE FUND	7,409.29	30.4.19
50,000	18.3.19	JULIAN HODGE BANK (Investment Bond 2 YR)	50,000	30.4.19
15,000	18.3.19	JULIAN HODGE BANK (3 YR FIXED DEPOSIT ACCOUNT)	15,000	30.4.19
82,535.53			91,938.24	

NATIONAL WESTMINSTER PRECEPT ACCOUNT

Date	Chq	Description	Net Cost £	Income £
PAYMENTS SINCE LAST MEETING				
5.4.19	999	HMRC STAFF COSTS	902.24	
21.3.19	1000	DAVID OWEN Accountant PAYE Fees Qtr 4	60.00	
31.3.19	1001	Cleaning Village Hall March 19	100.00	
1.4.19	SO	Staff Costs March 19	941.28	
30.4.19	so	Staff Costs April 19	941.28	
26.4.19	DD	Electricity Costs - village hall to Apr 19	87.85	
15.4.19	DD	Hills Waste Disposal - Mar 19	8.78	
21.3.19	1002	Telephone & Laptop Insurance March 19	39.12	
3.5.19	1003	Cleaning Village Hall April 19	100.00	
3.5.19	1004	Cygnets Hire of Village Hall - Deposit Refund	50.00	
3.5.19	1005	Donation to Wiltshire Wildlife	100.00	
3.5.19	1006	Telephone & Laptop Insurance April 19	42.97	
3.5.19	1007	Superior - Newsletter Printing Costs for Spring 2019	250.00	
			3,623.52	
PIS INCOME SINCE LAST MEETING				
27.2.19	pis 462	Village Hall Hire Invoice 462		14
18.3.19	pis 463	Village Hall Hire Invoice 222		28
18.3.19	pis 464	Village Hall Hire - Refund Deposit		50
19.3.19	pis 465	ABU Gas Plumbing - Donation for advert in Newsletter		100
17.4.19	bacs	Staverton Rangers FC Field/hall hire Apr 19		150.00
8.4.19	PIS 466	Village Hall Hire Invoice 232		44
8.4.19	pis 467	Village Hall Hire Invoice 231		44
6.5.19	pis 468	Village Hall Hire Invoice 235		22
25.4.19	bacs	Wiltshire Council - Precept Payment to Sept 19		12,006.00
12.4.19	bacs	Superior Community Fund - Donation		250.00
8.4.19	bacs	Village Hall Hire Invoice 233		84.00
8.4.19	bacs	HMRC VAT Refund Qtr 4		744.93
7.5.19	pis 469	Village Hall/Field Hire Invoice 236		41.92
9.5.19	pis 470	Village Hall Hire 14th May		44.00
				13,580.85

NATIONAL WESTMINSTER MAINTENANCE FUND ACCOUNT

Cheque No	PAYMENTS SINCE LAST MEETING	
		0.00

PIS		INCOME SINCE LAST MEETING	
18.4.19	bacs	Julian Hodge Bank Investments	16.43
23.4.19	bacs	Julian Hodge Bank Investments	79.84
			96.27

TRANSFERS

0.00	0.00
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Nos		PETTY CASH PAYMENTS SINCE LAST MEETING		Net Cost	Income
				£	
to	to 50	Competition Prize		16.67	0
9.5.19				16.67	

- b. **Julian Hodge Bank – 3 Year Fixed Rate Bond** – The existing Bond for £50,000 matures on 20th May 2019. Bond for £50,000 matures on 20th May 2019. It was unanimously agreed to reinvest with Julian Hodge Bank for a further 3 years at a business rate of interest at 1.29%. **Action:** Parish Clerk to write to Julian Hodge Bank.
- c. **Waste Disposal Contract:** A proposal has been submitted by Staverton Outdoor Services to remove waste from the sports ground and provide additional litter picking facilities. The Parish Council provisionally agreed to a one year trial contract at a cost of £590 per annum but asked for more detailed information on insurance cover to be provided before making a final decision. **Action:** Staverton Outdoor Services to report back to the Parish Council.
- d. **Defibrillator at Sports Ground:** Councillors unanimously agreed to be responsible for replacing pads and accessories at a cost of £133.70.
- e. **Annual Governance Statement – Review of Internal Control 2018-19:** Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that the Parish Council was confident that the Internal Control was satisfactory. The motion was carried unanimously.
- f. **Annual Return Accounting Statement 2018/19:** Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that the Parish Council agree this statement. The motion was carried unanimously.
- g. **Unaudited Annual Governance & Accountability Return 2018/19:** Chair Simon Richardson proposed and Cllr Andy Borresen seconded that the Parish Council agree this Return. The motion was carried unanimously.
- h. **Unaudited Year End Accounts and Reserves 2018/19:** Chair Simon Richardson proposed and Vice Chair Mark Frati seconded that the Year End Accounts and the Reserves should be agreed. The Motion was carried unanimously.
- i. **Internal Audit Report by Auditing Solutions 2018/19.** Councillors acknowledged receipt of the internal report.
- j. **Internal Audit Report 2018/19: – Recommendations: Budgetary Control and Reserves:** *“We note that the Council’s 2019-20 budget and precept requirements have been discussed in detail by the Council, with the value formally minuted as £24,012, with no Council Tax Support Grant being paid by Wiltshire Council in the year. We have also reviewed the level of retained reserves at the financial year-end noting that total available funds stand at £81,462 (£91,612 as at 31st March 2018), including unchanged funds of £65,000 “invested” with Julian Hodge (now reported on the AGAR as a “Fixed Asset”), £4,804 in a Gratuity Reserve and £7,313 in a Maintenance Fund Reserve. Of the residual funds available, the General Reserve balance stands at £4,345, which equates to approximately 1½ months’ spending at present levels..... Whilst the Council’s general reserve balances remain below the recommended levels according to CiPFA good practice guidelines, we are pleased to note that the Council have completed a detailed review of this and have plans in place to increase balances going forward”.*
Overall Conclusion: *“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 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 the financial year 2018/19”.* The Parish Council were pleased to acknowledge that the accounts had no issues arising warranting formal comment and thanked the Parish Clerk June Jones for another successful audit.
- k. **External Auditor PFK Littlejohn and Internal Auditor Auditing Solutions Ltd:** It was unanimously agreed to use the services of these auditors for 2019/20.
- l. **David Owen Accountants:** It was unanimously agreed to use these services to close down Year End Accounts for 2019/20.
- m. **Annual Membership of WALC/NALC and Community First 2019/20.** It was unanimously agreed to renew membership.

43. CORRESPONDENCE

- a. Briefing Note 19-009 Calne to Chippenham Cycle Path
- b. Briefing Note 19-010 Freight Management Update
- c. Briefing Note 19-011 Special Schools
- d. Briefing Note 19-015 Spatial Planning update

The correspondence has been circulated with no further comment.

44. **DATE OF THE NEXT PARISH COUNCIL MEETING:** Monday 15th July 2019. Meeting closed at 8.10 pm.