

Whessoe Parish Council

MINUTES of the Annual Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 9th September 2019, at 7.00 pm

Present: Councillor S Goldfinch (Chair) Councillor S Dawson (Vice Chair)
 Councillor T Musson Councillor J Bennett
 Councillor F Minay Councillor Joyce
 Borough Councillor J Clarke

Parish Clerk – B Goldfinch

MINUTE NO.	ITEM	ACTION
37.19	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Councillor Woodley</p>	
38.19	<p><u>Declarations of Interest</u></p> <p>Councillors S Goldfinch and W Goldfinch declared an interest in Item 6 – Clerk & Responsible Finance Officer – Vacancy.</p>	
39.19	<p><u>Minutes of the Annual Meeting of Whessoe Parish Council – 15th July 2019</u></p> <p>The Minutes of the Meeting of Whessoe Parish Council held on the 15th July were presented.</p> <p>The Parish Council RESOLVED that the Minutes of the Meeting of Whessoe Parish Council held on the 15th July 2019 be approved.</p> <p><u>Action Points</u></p> <ul style="list-style-type: none"> The Clerk had spoken to the Banks Group. They are not in a position to submit an application for planning permission at this time. The Clerk has agreed to contact them two weeks before the meeting in November to see if they feel it is worthwhile for them to attend that meeting. <p>All other actions are covered in agenda items below.</p>	Clerk
40.19	<p><u>Public Participation</u></p> <p>No members of the public were present.</p>	
41.19	<p><u>Parish Councillor Vacancy</u></p> <p>Councillor Joyce had completed all the necessary forms and these had been sent to Darlington Borough Council and posted on their website.</p>	

Signed..... Date.....
 Chair of the Parish Council

42.19	<p>Clerk & Responsible Finance Officer – Vacancy</p> <p>Councillor Dawson and the Clerk signed the amended employment contract.</p> <p>The draft disciplinary and grievance policy was withdrawn from consideration at this meeting. The County Durham Association of Local Councils are in the process of issuing revised guidance and it was agreed to wait for this, review and amend the draft as necessary and bring it back to a later meeting.</p>	Clerk																																												
43.19	<p>Finance</p> <p><u>Financial/Budget Statement April-August 2019</u></p> <p>The Clerk presented the Financial Statement for the period up to the end of August.</p> <p>Receipts totalled £22,463 of which £5,427 came from the precept and £10,000 from the Lottery Grant. Total receipts from hiring the hall is just under £5,000. The Council spent £14,644 during the period.</p> <p>Items in excess of £100 during the quarter were as follow.</p> <table border="1" data-bbox="320 902 1310 1608"> <thead> <tr> <th>Date</th> <th>Item</th> <th>Cost (£ inc.VAT)</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>8 April</td> <td>Membership of County Durham Association of Local Councils</td> <td>191.14</td> <td>Annual Subscription to the local association</td> </tr> <tr> <td>17 May</td> <td>Norris and Fisher</td> <td>619.47</td> <td>Employer liability and building insurance</td> </tr> <tr> <td>14 June</td> <td>Rialtas Business Solutions</td> <td>769.20</td> <td>Installation of on-line accounting system, training and annual licence and support</td> </tr> <tr> <td>18 June</td> <td>Npower</td> <td>122.81</td> <td>Quarterly Gas Supply</td> </tr> <tr> <td>15 July</td> <td>M H Gorman Electrical Contractors</td> <td>114.00</td> <td>Replacement LED spotlight in car park</td> </tr> <tr> <td>31 July</td> <td>Ian Hindle Builder</td> <td>5,000.00</td> <td>Maintenance Works First Interim Payment</td> </tr> <tr> <td>13 August</td> <td>Ian Hindle Builder</td> <td>3,000.00</td> <td>Maintenance Works Second Interim Payment</td> </tr> <tr> <td>23 August</td> <td>Dave Petty Decorator</td> <td>1,820.00</td> <td>Decorating the Hall</td> </tr> <tr> <td>23 August</td> <td>Phase One</td> <td>1,811.20</td> <td>Installation of sound system in the Hall</td> </tr> <tr> <td>28 August</td> <td>AO.com</td> <td>382.00</td> <td>Electric Cooker for Hall kitchen</td> </tr> </tbody> </table> <p>The Parish Council RESOLVED to note the financial/budget report.</p> <p>Receipts from hiring out the Hall are almost at 100% of the forecast after less than six months. Payments now include spend on the hall maintenance works.</p> <p><u>Bank Reconciliation</u></p> <p>Councillors Dawson and Goldfinch confirmed they had reconciled the bank account</p>	Date	Item	Cost (£ inc.VAT)	Reason	8 April	Membership of County Durham Association of Local Councils	191.14	Annual Subscription to the local association	17 May	Norris and Fisher	619.47	Employer liability and building insurance	14 June	Rialtas Business Solutions	769.20	Installation of on-line accounting system, training and annual licence and support	18 June	Npower	122.81	Quarterly Gas Supply	15 July	M H Gorman Electrical Contractors	114.00	Replacement LED spotlight in car park	31 July	Ian Hindle Builder	5,000.00	Maintenance Works First Interim Payment	13 August	Ian Hindle Builder	3,000.00	Maintenance Works Second Interim Payment	23 August	Dave Petty Decorator	1,820.00	Decorating the Hall	23 August	Phase One	1,811.20	Installation of sound system in the Hall	28 August	AO.com	382.00	Electric Cooker for Hall kitchen	
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Chair of the Parish Council

	<p>against the cashbook.</p> <p>The Council RESOLVED that Councillor Minay would take over future reconciliations and transaction authorisations from Councillor Goldfinch, who felt that for complete transparency and propriety this would be the right thing to do, given her relationship to the new Clerk. The Clerk will arrange the changes with the bank once the hall maintenance works were completed.</p>	Clerk
44.19	<p><u>Planning Applications</u></p> <p>The Parish Council RESOLVED to note the planning applications log.</p> <p>The Council RESOLVED to widen awareness of planning applications by posting details on their website and social media platform.</p>	Clerk
45.19	<p><u>General Data Protection Regulations (GDPR)</u></p> <p>Further progress on implementing the action plan is delayed until the new website has been introduced.</p>	
46.19	<p><u>Correspondence</u></p> <p>The September edition of Clerks and Councils Direct was circulated. The Council noted that this magazine is freely available on-line at www.clerksandcouncilsdirect.co.uk</p> <p>The Clerk will send an updated list of Councillors to Borough Councillors Lee and Clarke.</p> <p>The Council considered a request for support from St Teresa's Hospice. They RESOLVED to nominate a charity to support each year with the first one being nominated at the Annual General Meeting in May. St Teresa's Hospice would be one of the nominees.</p> <p>The Council RESOLVED to provide individual responses to the Tees Valley Combined Authority's Strategic Transport Plan.</p>	Clerk Clerk All
47.19	<p><u>Marketing and Social Media</u></p> <p>The Council RESOLVED to fund the development of a new website. The Clerk would investigate and obtain quotations after liaising with Borough Councillor Clarke, who may know someone who can help.</p> <p>The Council noted that the Facebook page was now called Whessoe Parish Hall and all Councillors and the Clerk now have administration rights.</p>	Clerk
48.19	<p><u>Council Matters</u></p> <p>Local Council Award Scheme: This is on hold until the Council has a new website.</p> <p>The Council RESOLVED to approve the Equal Opportunities Policy. Councillor Minay will devise and deliver a training plan for the Council.</p>	FM

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49.19	<p><u>Forward and Backward Look</u></p> <p>The Council RESOLVED to note the events calendar.</p> <p>The Council RESOLVED to approve expenditure of £63 on the hospitality provided for stakeholders attending the event on 30 August that opened the hall after the completion of the first phase of maintenance works.</p>	
50.19	<p><u>Whessoe Parish Hall</u></p> <p>The Council RESOLVED to note the minutes of the meetings of the hall committee on 1st and 29th August.</p> <p><u>Update:</u></p> <p>Works to the Hall – Phase 1</p> <p>The grills are being refurbished and refitted and the blinds are due to be fitted on 11th September. All other works are complete and invoices paid.</p> <p>There was a successful launch event on 30th August attended by 3 Borough Councillors and most of the regular hirers plus the cleaner. 12 bottles of wine were purchased for the event and the 8 remaining bottles will be donated as prizes to the Macmillan event in October.</p> <p>Works to the Hall – Phase 2</p> <p>A meeting took place with the builder on 6th September. He will rework the quotation in light of the revised layout. Work is expected to take three weeks and will be scheduled to cause the minimum disruption to regular classes. A provisional date for Phase 2 to begin has been agreed as Monday 14th October 2019.</p> <p>Costs</p> <p>Phase 1 – the original estimate was £20,858 and the projected outturn is £22,366.</p> <p>Phase 2 – the original estimate was £20,892.</p> <p>Funding</p> <p>National Lottery has awarded the project £10k towards the works and Sport England have granted up to £22k.</p> <p>An interim claim will be made against the Sport England grant as soon as the final invoices are received for all Phase 1 works.</p> <p>Both organisations require extensive publicity and a plan is being drawn up to achieve this on completion of the phase 2 works.</p> <p>The Banks Community Fund is available for bids up to £3k. The Hall Committee has agreed to defer a bid until after the phase 2 works are complete.</p>	

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	<p>Social Committee</p> <p>The Council RESOLVED to create a Social Committee. The aim is to organise events designed to engage the local community.</p> <p>Terms of Reference will be drafted by Councillor Goldfinch for discussion at the first meeting and to be ratified at the next full Council meeting.</p> <p>The Hall Management Committee will comprise Councillors Goldfinch, Musson, Joyce and Woodley. The clerk will be Bill Goldfinch.</p> <p>The Social Committee will comprise Councillors Minay, Dawson and Bennett with Kerri-Leigh Caley as a non-voting member. Bill Goldfinch will act as Clerk for this Committee.</p> <p>Terms of Reference (Hall Committee)</p> <p>These are being amended to make reference to the Council's Financial Regulations and the creation of a Social Committee.</p> <p>Hall bookings</p> <p>Issues with bookings from a couple of hirers are ongoing. The Council RESOLVED that regular hirers must complete and return a booking form and commit to it or they will be asked to return their keys.</p> <p>Newsletter</p> <p>The Council RESOLVED to produce a newsletter covering the Banks Development and the completion of the works to the Hall after the Phase 2 work is completed.</p> <p>Macmillan Event</p> <p>The Council RESOLVED to change the date of this event to Saturday 5th October 2019. A flyer has been produced and would be distributed the weekend of the 28/29 September.</p> <p>Councillor Minay would let the Clerk have details of what needs to be purchased.</p> <p>Contracts</p> <p>A quote is being sought for trimming all the trees, removal of the hedge and gates at the front of the car park and erection of a low level fence.</p> <p>Plusnet has confirmed that they have resolved the invoicing issue and will be invoicing the Council during October.</p>	<p>SG</p> <p>SG</p> <p>Clerk</p> <p>Clerk</p> <p>All</p> <p>FM</p>
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Signed..... Date.....
Chair of the Parish Council

51.19	<p>Date and Time of Next Meeting</p> <p>Dates for the remaining meetings during 2019-20 are:</p> <p>Meetings of Whessoe Parish Council: Budget & Precept Setting Meeting – Monday 18th November 2019 – 7.00 pm Parish Council Meeting – Monday, 20th January 2020 – 7.00 pm Parish Council Meeting – Monday, 23th March 2020 – 7.00 pm Annual Meeting – Monday, 18th May 2020 – 7.00 pm</p> <p>Annual Parish Meeting: Annual Parish Meeting – Monday, 18th May 2020 – 6.30 pm to 7.00 pm</p> <p>The next meeting will be held on Monday, 18th November 2019 at 7.00 pm in the Committee Room at Whessoe Parish Hall.</p>	
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