

Whessoe Parish Council

MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 18th March 2019, at 7.00 pm

Present: Councillor S Goldfinch (Chair) Councillor S Dawson (Vice Chair)
 Councillor F Minay Councillor T Musson
 Councillor J Bennett Borough Councillor M Knowles
 Parish Clerk: W Goldfinch

Absent: Borough Councillors P Crudass, G Cartwright, G Lee and D Lyonette.
 Councillor D Woodley

MINUTE NO.	ITEM	ACTION
3068	<u>Apologies for Absence</u> Borough Councillors G Lee and P Crudass. Councillor D Woodley	
3069	<u>Declarations of Interest</u> There were no declarations of interest.	
3070	<u>Minutes of Whessoe Parish Council (WPC) Meeting – 28th January 2019</u> The Minutes of the WPC Meeting held on the 28 th January 2019 were presented. The Parish Council RESOLVED that the Minutes of the WPC Meeting held on the 28 th January 2019 be approved and signed.	
3071	<u>Update on action points</u> 3066 – Councillor Dawson had not managed to attend a PACT meeting and would aim to attend one later in the year. Other outstanding actions: All other actions are covered in agenda items below.	SD
3072	<u>Public Participation</u> There were no members of the public or press in attendance.	

Signed.....

Date.....

Chair of the Parish Council

3073	<p><u>Parish Councillor Vacancies:</u></p> <p>Councillors discussed and completed, as far as possible, application forms for the forthcoming parish council elections.</p>																																	
<u>Finance</u>																																		
3074	<p><u>Bank Signatories</u></p> <p>The Councils' bankers only allow three on-line mandates. This prevents Councillor Minay from becoming an additional signatory.</p>																																	
3075	<p><u>Accounting Software</u></p> <p>The Council RESOLVED to purchase accounting software as presented at the last meeting.</p> <p>The activity had been put on hold while investigations were carried out on the kitchen floor.</p>	Clerk																																
3076	<p><u>Quarterly Audit Report</u></p> <p>Councillor Musson had previously completed an audit of the 3rd quarter's receipts and payments but had not at the time been able to report until the missing receipts were provided. These had been found and a report has now been issued.</p>																																	
3077	<p><u>Financial Statement 2018-19 (as at 11.3.19)</u></p> <p>The Clerk presented the Financial Statement up to 11th March 2019. Income totalled £27,415.50 and expenditure totalled £11,118.53 giving a balance at 11th March 2019 of £16,296.97.</p> <p>The balance includes receipt of the 18-19 Precept (£5,427). The items of expenditure over £100 are listed below.</p> <table border="1" data-bbox="339 1451 1259 1888"> <thead> <tr> <th>Date</th> <th>Item</th> <th>Cost (£ inc.VAT)</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>13 May</td> <td>Clerk's salary</td> <td>688.53</td> <td>Quarterly salary</td> </tr> <tr> <td>18 May</td> <td>Gas supply</td> <td>227.67</td> <td></td> </tr> <tr> <td>26 May</td> <td>Insurance cover</td> <td>781.01</td> <td></td> </tr> <tr> <td>14 June</td> <td>Co. Durham Local Council Association</td> <td>189.68</td> <td>Subscription</td> </tr> <tr> <td>29 June</td> <td>Clerk's salary</td> <td>415.42</td> <td>Salary up to resignation</td> </tr> <tr> <td>8 Aug</td> <td>Fixed wiring test</td> <td>144.00</td> <td>5 year test</td> </tr> <tr> <td>10 Aug</td> <td>Stationery and equipment</td> <td>306.77</td> <td>Secure cupboard, laminator, label maker and accessories and council supplies.</td> </tr> </tbody> </table>	Date	Item	Cost (£ inc.VAT)	Reason	13 May	Clerk's salary	688.53	Quarterly salary	18 May	Gas supply	227.67		26 May	Insurance cover	781.01		14 June	Co. Durham Local Council Association	189.68	Subscription	29 June	Clerk's salary	415.42	Salary up to resignation	8 Aug	Fixed wiring test	144.00	5 year test	10 Aug	Stationery and equipment	306.77	Secure cupboard, laminator, label maker and accessories and council supplies.	
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	15 Aug	Gas supply	119.99		
	11 Oct	LED Supply and Fit	1680.00	Replacement energy efficient lighting throughout the hall.	
	12 Oct	SLCC Enterprises	118.80	On-line training course for Clerk	
	26 Nov	Christmas Lights	223.91	WPC decision at their November meeting to provide festive lighting	
	5 Dec	Timer for car park and electrical accessories	153.77	WPC decision at their November meeting and rewiring parts of the hall.	
	10 Dec	Hedge trimming, grounds maintenance	2016.00	Grounds maintenance during the year and removal of hedges around the hall.	
	21 Jan	Rubbish Removal	288.00	Clearance of rubbish from lofts, shed and cupboards.	
	5 Feb	Lenovo Laptop	499.00	Replacement laptop	
	11 Feb	Shed removal	240.00	Removal of garden shed	
	26 Feb	Floor Investigation	486.00	Removal of concrete ramp and lifting of floor in kitchen to determine extent of water damage.	
	The Parish Council RESOLVED to note the financial statement.				
3078	<u>Budget Statement 2018-19 (as at 11.3.19)</u>				
	The Clerk presented the Budget Statement 2018-19 as at 11 th March 2019. This showed forecast income of £29,373 and forecast expenditure of £12,272 giving a forecast year end surplus of £17,101 .				
	The forecast position would be up-dated as the financial year progresses.				
	The Parish Council RESOLVED to agree changes to the Budget Statement.				
3079	<u>Bank Reconciliation 2018-19 (as at 11.3.19)</u>				
	The bank reconciliation statement was circulated to the Chair and Vice-Chair. The reconciliation is still outstanding.				SD
3080	<u>Budget Setting</u>				
	The Hall management budget will be discussed by the Hall Management Committee (HMC) and they will report back to the full Council, with recommendations for approval by the full Parish Council.				HMC
3081	<u>Planning Applications</u>				
	No new applications had been received since the last meeting.				

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3082	<p><u>General Data Protection Regulations (GDPR)</u></p> <p>The Parish Council noted the latest updated GDPR Action Plan and the three remaining actions:</p> <ul style="list-style-type: none"> • To document how to deal with “subject access requests” • Updating the website to meet new security rules and • To build GDPR clauses into contracts. <p>The Parish Council RESOLVED to review all GDPR documents before the Annual Meeting in May.</p>	Clerk
3083	<p><u>Correspondence</u></p> <p>There was no correspondence that had not already been circulated to councillors.</p>	
3084	<p><u>Council Matters</u></p> <p>Change of name: The Parish Council agreed for this item to remain under review and may be brought forward to a future meeting.</p> <p>Local Council Award Scheme: The Parish Council noted that this activity could only proceed after a new website had been created.</p>	Clerk
3085	<p><u>Forward and Backward Look</u></p> <p>Feedback from meetings</p> <ul style="list-style-type: none"> • The Clerk had attended the Smaller Councils forum on 21 February 2019. • Councillor Goldfinch and the Clerk had attended the pre-nomination briefing for the local council elections on 11 March 2019. • Councillors Dawson and Goldfinch and their partners had attended the Inter Village Quiz night on 16 March 2019. <p>Future Events: The Parish Council RESOLVED to note the spreadsheet setting out upcoming events and training and to remain alert to opportunities for Councillor training during the year.</p>	
3086	<p><u>Marketing and Social Media</u></p> <p>Councillor Profiles: Profiles for all councillors have been added to the Council’s website.</p> <p>New Website: The Parish Council RESOLVED to budget £750 to employ a web designer to create a new website for the Council. The Clerk will seek quotes.</p>	Clerk

Signed.....

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<p>3087</p>	<p><u>Whessoe Parish Hall Committee Report</u></p> <p>The Parish Council RESOLVED to approve the terms of reference for the hall management committee.</p> <p>The Parish Council RESOLVED to approve the Fire Risk Assessment.</p> <p>The Parish Council RESOLVED to approve the Health and Safety Assessment.</p> <p>The Hall Committee met twice on 4th and 25th February.</p> <p>While a budget for improvements was discussed, the investigations into problems with the kitchen and hall floors have altered priorities. Until this work is completed everything else is on hold.</p> <p>Investigations into the problem with the floors have discovered that damp was seeping up through the concrete causing the flooring and supporting beams to swell. This was exacerbated by the concrete ramp to the rear door sitting too far above ground level. The ramp has been removed and the pathway levelled.</p> <p>Remedial works will include</p> <ul style="list-style-type: none"> • Removal and subsequent reinstatement of kitchen units • Removing existing concrete base and installing DPC membrane • Relaying concrete floor • Replacing flooring throughout the entire hall. <p>The Council agreed to take the opportunity to remove the current disabled wc facilities to provide a better layout in the main hall.</p> <p>The Parish Council is considering refurbishment of the toilet units, redecoration and other works at the same time as it would not only minimise disruption but would likely keep costs down.</p> <p>It is unlikely that the Councils' financial reserve will cover the cost of the works and the Parish Council will be seeking funding from other sources. In the meantime, quotations are being developed by three local building contractors.</p> <p>Newsletter: The Hall Committee will be considering a newsletter updating parishioners on the actions being taken and publicising the Annual Meeting in May.</p> <p>The next Hall Committee meeting will be held on 1st April 2019 at 7.30pm.</p> <p>Contracts:</p> <ul style="list-style-type: none"> • Broadband: PLUSNET have accepted they have a problem billing us and are seeking to resolve the issue. 	<p>SG</p> <p>Clerk</p>
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	<ul style="list-style-type: none"> • Grounds Maintenance: Quotations have been sought from two companies. • Electricity: Utility Warehouse has notified us of an increase in the unit cost of electricity. • Insurance: the brokers have issued a pre-renewal notice for completion. <p>Hall Bookings: Regular bookings are currently just over 26 hours a week. There is a further four hours per week booking from the NHS sponsored Mindfulness Team from April.</p>	
3088	<p><u>Date and Time of Next Meeting</u></p> <p>Dates for meetings during 2018-19 were amended and agreed as follows:</p> <p>Meetings of Whessoe Parish Council: Annual Meeting – Monday, 13th May 2019 – 7.00 pm</p> <p>Annual Parish Meeting: Annual Parish Meeting – Monday, 13th May 2019 – 6.30 pm to 7.00 pm</p> <p>The Parish Council RESOLVED that the Parish Council will meet on the above dates during 2018-19.</p> <p>The Clerk to ensure the website is updated.</p> <p>POST MEETING NOTE: The date and time of the Annual Parish Meeting and the Annual Council Meeting were changed to Saturday 11th May at 3pm and 3:30pm respectively.</p>	Clerk

Signed.....

Date.....

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