

Shirley Parish Council

Minutes of Meeting held In the Community Space of St Michael's Church, Shirley

on 23 May 2017 at 7.30pm

Present

Councillors: A Baker (Chair) I Crabtree (Vice Chair), A Taylor, S Walker

Acting Clerk: H Tyler

Parishioners: 6

The chairman said he wished to remind all future meetings that CCTV is fitted in the meeting venue.

The premises are fitted with CCTV to comply with safeguarding requirements for children and vulnerable adults, for your own protection and to deter theft and acts of vandalism or malicious damage. However, access to view recorded footage will only occur if there is a suspected incident or a complaint is received and the Clergy strictly control all viewing access.

17/33 **Apologies for absence** None

17/34 **Declaration of Member's Interests** None

17/35 **Appointment of Acting Clerk/RFO**

The chair asked if there was a proposer to appoint H Tyler to the position. He was asked if he was willing to be Acting Clerk/RFO and he replied he was not happy to do it as he was not trained to do the job but he agreed to accept the position on a temporary basis. He emphasised the importance of having a properly trained clerk to avoid any future problems. The proposal was made by A Taylor and seconded by I Crabtree and was carried unanimously.

17/36 **Acting Clerk Report**

a. DDDC Recycling Charges. The charges for domestic building/demolition waste have been removed.

b. Notice of Parliamentary Election to be held on June 8 has been posted on the PC notice board and CS booked for polling.

c. Insurance. A small discount has been obtained from our insurers after signing a 3 year 'long term agreement'. The amount payable reduced from £214.33 to £205.51.

d. Planning application for tree trimming T/17/00042/TCA had been circulated and replies received from all councillors. There were no objections. The clerk will reply to DDDC accordingly.

17/37 The Annual statements of account for the General and Burial accounts were circulated for approval.

The clerk pointed out that the accounts were available on the website for parishioners to see.

It was agreed that the general A/C looked healthy but the balance was swollen due to Bill Ellis not taking his salary of £698 which was in the 2016/17 precept. This amount would be carried forward to be used in 2017/18 for Clerk's wages which were not included in the 2017/18 precept.

The Burial A/C includes a £2000 donation and £120 from surplus donations for the defibrillator.

The clerk suggested that when the new clerk is appointed the PC consider using the Burial A/C purely for maintenance of the Burial ground for which the PC is responsible. Possibly an additional A/C be opened to handle transfers to reserves from the precept and miscellaneous donations.

I Crabtree proposed they be approved. The motion was seconded by S Walker and carried unanimously.

17/38a Having perused the 2016/17 Annual Governance Statement and the 2016/17 Accounting Statement I Crabtree proposed the Annual Governance Statement be approved. The motion was seconded by A Taylor and carried unanimously.

17/38b A Taylor proposed the 2016/17 Accounting Statement be approved. The motion was seconded by I Crabtree and carried unanimously.

17/38c The Internal Audit was reviewed again. There were two matters that needed to be addressed.
Grant.

The present council had followed the decisions of the previous council, which had understood that under its statutory powers it could raise funds for the maintenance of the Community Space, through the precept, for the general well-being of its parishioners. It further understood that it was following the spirit of the Localism Act to provide facilities for the community. It also thought that Section 137 of The Local Government Act allowed an additional amount (up to £7.57 per member on the Register of Voters for the current year) to be spent to support clubs and associations.

The clerk explained that he had talked to DALC and DDDC and was assured that the comments of our internal auditors regarding the Grant to the Community Space were correct and we are at fault. The advice given by both organisations was that we should 'eat humble pie' and explain we were taking active steps to:

- A. seek help from DALC to find a trained clerk, in order for our procedures to be properly monitored
- B. would seek to fulfil the requirements to obtain the General Power of Competence
- C. would consider adopting a Grant giving policy
- D. amend our Financial Regulations as necessary

The clerk suggested we should, therefore, explain to our External Auditors, Grant Thornton, that having followed the procedures of our predecessors without receiving any adverse comments from auditors we assumed we were acting responsibly and in the best interests of our parishioners. He would prepare a draft for councillors to agree prior to sending the report to Grant Thornton.

Non-payment of Clerk's salary. The clerk said he had prepared a draft answer along the following lines.

- A. The 2016/17 precept included an amount for the clerk's salary
- B. The council had correctly registered with HMRC to enable it to operate the payroll within the rules
- C. The Clerk had, during the year, decided he wished to complete his duties on a voluntary basis and did not wish to take his salary
- D. The clerk elected to accept only his expenses
- E. The unpaid salary remains in the General A/C and will be utilised in the FY 2017/18 to pay the new clerk

The clerk will forward the draft to councillors for approval prior to sending the report to the auditors.

17/39 **Authorisation of payments**

£644.55 to W Ellis. Reimbursement of cost of Electronic equipment purchased for the PC by W Ellis. A grant of £471.61 and VAT repayment of £111.12 were received leaving a balance of £71.82 being the cost to be borne by the PC. This almost covered by minute 17/12 authorising £60 for voice recorder.

S Walker proposed the payment be approved. I Crabtree seconded the motion which was carried unanimously.

17/40 **Any Other Business**

The clerk apologised for issuing the agenda with this heading but due to the resignation of Bill Ellis it had been difficult to pull together items for inclusion. He further apologised for failing to include Public Participation.

17/40a **Minutes of the meeting held on 8 May** had been circulated electronically and various amendments made. Replies had been received from I Crabtree, S Walker and A Baker approving the amended minutes. I Crabtree proposed the minutes be approved and S Walker seconded the motion which was passed unanimously.

17/40b **New Clerk.** The meeting agreed that a new clerk be sought immediately. H Tyler was asked to contact DALC and request help in finding a clerk – temporary or otherwise.

17/40c **Public Participation**

1. Mr D Puplett let the meeting know that he was resigning from his post of Snow Warden with immediate effect. It was agreed that a replacement be sought by the date of the next meeting. Mr Puplett was thanked for his services.
2. Mr D Puplett indicated that he would also be resigning as Chair of the Shirley Sports and Social Assoc. It would be necessary to find a replacement in order for the SS&SA to continue to function.
3. It was observed that Potholes were once again a problem. It was agreed that A Baker and T Taylor would coordinate the reporting.
4. Snow bunker numbers and positioning would be put on the agenda for the next meeting.

17/40d **Churchyard Wall repair.** The chair reported he had been in communication with Mr Hassan who confirmed the college would be on site either on the 5th or 11th June. The supervisor, Mr Bentley, would be in touch to confirm quantities of sand, cement and lime required. First aid was being provided by the college and toilet facilities to be in the church.

17/40e **Date of next meeting.** Monday 11 September 2017 at 1930hrs

The chair thanked H Tyler for stepping forward to take on the Clerk/RFO duties and K Alsop for his help with the preparation of the annual accounts and drew the meeting to a close.