

ACKLINGTON PARISH COUNCIL

Chairman
Jeff Newton

Clerk: Elaine Brown
58 Westmorland Avenue
Newbiggin by the Sea
Northumberland
NE64 6RN
Tel: 07588659600

To the Members of Acklington Parish Council:
Dear Councillor,

29th April 2020

You are hereby summoned to attend the Annual Meeting of Acklington Parish Council via Zoom on Tuesday 5th May 2020, at 7.00pm for the purpose of transacting the following business.

Yours sincerely
Elaine Brown PSLCC CiLCA

Link to meeting: <https://zoom.us/j/98874764735> Please email acklingtonpc@gmail.com to access the password.

AGENDA

C001/20 - Election of Chairman and signing of declaration of acceptance of office

C002/20 - Election of Vice - Chairman

C003/20 - Apologies for Absence

C004/20 - Declarations of interest in items on the Agenda and the granting of any dispensations

Members are reminded that if they have any personal interests of a prejudicial nature they must not participate in any discussion or vote on the matter and must leave the room.

C005/20 - Minutes of previous meeting

To agree as a correct record the minutes of the meeting held on 3rd March 2020

C006/20 - Matters arising from previous minutes

North Stead and Sisters Windfarm Grant Application

Safeguarding Policy Amendments

Neighbourhood Plan Working Group

Annual Parish Meeting

C007/20 - Standing item – Report by County Councillor

C008/20 - Schedule of Meetings - Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

C009/20 - Accounts update
PKF Littlejohn requirements for audit
Summary of Accounts
Allocation of balances

C010/20 - Finance:

a) Financial Summary at 29th April 2020; Treasurers Account £4680.27, Business Account £10664.52.

b) Payments to be made

Date	Cheque	Payee	Reason	Amount
20/04/2020	551	NALC	Subs/Website	£205.91
20/04/2020	552	NCC	Grasscutting	£95.92
05/05/2020	553	Clerk	Wages/Expenses	£173.72
05/05/2020	554	HMRC	PAYE	£39.72

c) Receipts

09/03/2020	Lloyds Bank	Interest	£0.41
26/03/2020	HMRC	VAT refund	£656.23
08/04/2020	NCC	Precept	£3750.00
29/04/20	E Brown	Office 365 refund	£20.00

C011/20. Information Items:

C012/20. Next meeting: Ordinary Meeting of the Parish Council TUESDAY 6th July 2020 at 7.00 pm

CLERKS REPORT

North Steads and Sisters Windfarm

Grant application to North Steads and Sisters Windfarm Community Fund successful pending the submission of a revised Safeguarding Policy to meet best practice and a 2nd quotation for the noticeboards.

Safeguarding Policy Amendments -

The policy is being amended in consultation with Northumberland CVA.

RECOMMENDED that delegated powers be given to the Clerk and Chair to agree the amendments to the policy once advice has been received from Northumberland CVA.

Neighbourhood Plan Working Group

The Neighbourhood Planning Consultation event was postponed due to Coronavirus.

RECOMMENDED that the event be rearranged once lockdown is over.

Arrangements for Annual Parish meeting

The Parish meeting is cancelled as it would contravene government legislation.

Schedule of Meetings

Acklington Parish Council generally meet on the First Tuesday of the Month (bi-monthly).

Meetings commence at 7.00pm and are held in Acklington Village Hall.

2020 dates

July 6th

Sept 7th

Nov 2nd

2020 dates

January 11th (due to bank holiday on 4th)

March 1st

May 10th (due to bank holiday on 3rd)

Accounts Update

PKF Littlejohns (PKFL) have provided guidance on the completing of the Annual Governance and Accountability Return or the Exemption Certificate which applies in our case as the authority has income of less than £25,000.

The deadline for submitting the Exemption Certificate to PKFL has been extended this year to 31 August 2020. In their email PKFL set a final date of 31 July, as this gives a little leeway to seek an extension of time. The longstop of 31 August 2020 is set in legislation and cannot be waived by PKFL.

We must have hold a formal and quorate meeting to approve the draft AGAR and, if appropriate, pass a resolution that the Council had a turnover below £25,000 in FY 2019/2020 and qualifies for exemption from a review by PKFL. This can be done by electronic means if the situation does not change to make it possible to meet physically.

The summary of accounts to 31st March is attached for information. This will soon be sent to the nominated external auditor.

At 31st March 2020 there was a working balance £386.56 that remains unallocated. The Council are to consider transferring this amount into earmarked funds

ACKLINGTON PARISH COUNCIL
Financial Position @ 31/03/2020

	Budget	Total
BALANCE B/F @ 1 April 2019		11,054.22

INCOME:

VAT Refunds	50	1,025.43
Precept	6,200	6,500.00
Interest received	5	5.98
Miscellaneous	5	5.00
Donations		200.00
	<u>6,260</u>	<u>7,736.41</u>

EXPENDITURE:

Clerks Fees	950	1,026.19
Clerks Expenses	230	220.36
Insurance	280	257.60
Audit Fees	50	57.00
Subscriptions/Training	300	136.82
Miscellaneous	100	40.00
Donations	1,325	1,465.00
Recoverable VAT	50	656.23
Landscaping/Grass Cutting	1,500	1,633.41
Street Furniture	200	859.42
Play Area	1,600	863.40
Election Costs	0	
	<u>6,585</u>	<u>7,215.43</u>

BALANCE C/F	11,575.20
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Balances per Bank Accounts:

Current Account	910.27
High Interest Account	10,664.93

11,575.20

Unpresented cheques

Earmarked Funds

B/F	11,054.22	including transfer from balances
Transfers	3,300.00	
Expenditure to date	<u>3,165.58</u>	

11,188.64

Working Balance	386.56
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Schedule 2
Financial Summary at 31/03/2020

Fund	At 01.04.19	Grants & Other Donations Income	Transfers	Expenditure	Balance
Childrens Play Area	6,767.41		1,600.00	863.40	7,504.01
Street Furniture	1,815.36		200.00	714.00	1,301.36
Ground Maintenance	1,196.45		1,500.00	1,588.18	1,108.27
Play Area (insurance cover)	675.00				675.00
Election Costs	600.00				600.00
Total Earmarked funds	11,054.22		3,300.00	3,165.58	11,188.64
Working Balance	-				386.56
General fund	11,054.22		3,300.00	3,165.58	11,575.20
Debtors					
Creditors					
BANK BALANCE	11,054.22		3,300.00	3,165.58	11,575.20

Balances at 31st March 2019 £1,136.77
 Transferred to:
 Play area £600
 Ground maintenance £300
 Street furniture £236.77