



Minutes

Ordinary Meeting of Chadwick End Parish Council

Held on: Thursday 14th September 2023 at 7pm

Place: Chadwick End Village Hall

Present: Cllrs Jeff Davies (Chair), Andrew Taylor (Vice Chair), Jayne Warmington & Duncan Mathison

In attendance: Kerry Finlayson (Parish Clerk) **Members of the public:** 3

68/23 WELCOME and APOLOGIES

Councillors received and accepted apologies from SMBC Cllrs Holl-Allen and Pinwell.

69/23 DECLARATION OF INTEREST

There were no interests declared in any item of business on the agenda.

70/23 CONFIRMATION OF MINUTES

The minutes of the Ordinary Parish Council meeting held on 11th July 2023 were **confirmed** and **signed**.

Proposed Cllr Mathison Seconded Cllr Warmington All in favour

It was further noted:

- The hedge had now been trimmed back and the Chair thanked Cllr Mathison for trimming it back initially.
 - **AP1 Sep** Cllr Davies would look into getting this done more regularly
 - Memorial Bench - the concrete area had been laid and the bench would be installed shortly
 - **AP2 Sep** Cllrs to arrange handovers for responsibilities, where appropriate, ASAP
 - Newsletter was coming along, and it was proposed that 'Look Local' print and distribute them for £30 with an additional advert marketing the Village Hall at a cost of up to £100
- Proposed Cllr Warmington Seconded Cllr Davies All in favour**
- Events information was now being sent to those subscribed to the mailing list

71/23 OPEN FORUM

There was nothing reported.

72/23 FINANCIAL MATTERS

i. RFO Report

Payments

Date	Inv No	To	For	Amount
22/06/23	39	Bill Robinson	Audit	212.80
04/07/23	40	K Finlayson	Expenses	140.00
10/07/23	41	S Davies	Cleaning	60.00
20/07/23	42	DCT Electrical	Electrics	1,042.56
25/07/23	43	HMRC	PAYE	72.50
26/07/23	44	NEST	Pension	70.00
31/07/23	45	K Finlayson	Salary	99.30
13/07/23	46	J Warmington	Catering Boxes	80.62
22/07/23	47	everflow	Water	58.50
23/07/23	48	M McCabe	Picnic Table Installation	325.00
25/07/23	49	DH Mowing (Thistlewood)	Hedge Trim	100.00

20/06/23	50	M Hughes	Maintenance	180.00
31/08/23	51	Fairways	Grounds/Bins	372.60
10/07/23	52	Lloyds	Bank Charge	3.00
24/07/23	53	EDF	Electricity	41.00
22/08/23	54	everflow	Water	56.89
24/07/23	55	A Bullivant	Window Cleaner	17.00
22/08/23	56	J Warmington	Coffee Morning	10.70
25/08/23	57	Wicksteed	Playground	61.72
26/08/23	58	HMRC	Tax	48.40
26/08/23	59	NEST	Pension	70.00
26/08/23	60	K Finlayson	Salary	123.40
24/08/23	61	IPL	Hall Mtce	305.28
01/09/23	62	Fairways	Grounds/Bins	372.60
22/08/23	63	EDF	Electricity	200.00
26/07/23	64	Lloyds	Corporate Card	61.66
29/08/23	65	Lloyds	Corporate Card	3.00
				4,188.53

Proposed Cllr Taylor

Seconded Cllr Davies

All in favour

Receipts

Receipt No	Date Rec'd	Payee	Details	Amount
R9	03-Jul	J Warmington	Donation	14.00
R10	05-Jul	WALC	Course Refund	36.00
R11	14-Jul	L Jenkins	Hall Hire	60.00
R12	28-Jul	S Dexter	Hall Hire	66.00
R13	28-Jul	S Dexter	Deposit	75.00
R14	19-Jul	J Davies	Pop Up Pub Income	39.16
R15	21-Jul	WL Estate Mgt	Hall Hire	32.00
R16* excl.		SMBC	Precept	£7,594.12
R17	01-Sep	S Mloyi	Hall Hire	150.00
R18	14-Aug	Cook Stars	Hall Hire	216.00
				688.16

ii. Budget Update & Virements

Proposed Cllr Taylor

Seconded Cllr Mathison

All in favour

73/23

VILLAGE HALL

i. Table Tennis Club

After discussion with Tim Bowden, it was agreed to provide the hall free of charge every Thursday evening for a Table Tennis Club for the younger members of the community on a 3-month trial basis.

Mr Bowden was fully DBS checked but it was agreed that parents would stay along as well, and the PC would provide refreshments.

ii. Electrical Test Results

These had been all cleared with a few exceptions:

- Xmas Tree lights to be tested
- Element in heater
- Cooker didn't have enough ampage

AP3 Sep Cllr Warmington to arrange for these to be done ASAP

- iii. Defibrillator
This would be added to the Village Hall fortnightly checks and Cllr Davies would become the main contact for FastAid/The Circuit
- iv. Outside Area
There was a lot of junk around the village hall which needed to be removed.
AP4 Sep Cllr Warmington to arrange for this to be done
- v. Social Events
 - Xmas Carol Service - booked 3rd December at 4.30pm along with the Xmas Tree Lights switch on. No fee except travel expenses.
 Future Events
 - Defib training event
 - Xmas quiz night on a Friday/Pop up Pub
- vi. Recreation Ground
The Chair had received an email from the adjacent landowner with regards to a maintenance programme for the trees and hedging next to the footpath. Our responsibilities as per SMBC were to ensure that people using footpath weren't restricted by overhanging branches or hedging from PC land. The Chair had left a message for the landowner with regards to further discussions but had not heard anything back.

74/23

ADMIN

- i. Website
Hugo Fox who had hosted the PC website for several years with no charges had now introduced a fee of £11.99pcm. It was agreed to continue with the service.
- ii. Risk Assessments
Currently scheduled to be reviewed Quarterly but it was agreed to change this to 6-monthly. Cllr Taylor would get the current ones updated and send them to the Clerk. **AP5 Sep**
- iii. Document signing
As Cllr Mathison did not have a printer it was agreed that anything he needed to sign would be done at the following meeting.

75/23

POLICIES

- Equality & Diversity
- Standing Orders
- Code of Conduct - to add a section re: minimum participation
- Financial Regulations
- Scheme of Delegation - to remove name of previous Chair and change the AOR's for H&S with Cllrs Davies and Warmington responsible for the hall itself and Cllrs Mathison and Taylor responsible for outdoor areas. Cllr Davies responsible for Communication
- Transparency Code
- Data Protection - to define what is 'out of date' as anything over 7 years old which would then be deleted by default unless a legal statute says otherwise
- Grants
- Fire Safety & Exam

Proposed Cllr Davies

Seconded Cllr Taylor

All in favour

76/23

COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDAS

Nothing reported

77/23 **DATE OF THE NEXT MEETING**
 ○ 21st November 2023 at 6.30pm

78/23 **TO CONSIDER CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS**
The meeting was closed at 20.35
Proposed Cllr jeff Seconded Cllr Taylor All in favour

79/23 **PERSONNEL MATTERS**
 i. Key Safe
 AP6 Sep Cllr Warmington would get this done
 ii. **AP7 Sep** Clerk to arrange for the return of the Village Hall key from previous Cllrs
 iii. Clerk's Appraisal
 It was agreed to raise the SCP by 1 point to 18 backdated to 1st April 2023
 Proposed Cllr Taylor Seconded Cllr Davies All in favour

Dated: 21 November 2023

Signed: