

WARK PARISH COUNCIL

Chairman: Anne Hutchinson

Email: clerk.wark@gmail.com

Draft Minutes Meeting held at Wark Town Hall

6th October 2021

1. Welcome and Apologies

Attendees- Cllr S Batey, Cllr E Jeffrey, Cllr L Lorraine, Cllr A Hutchinson. County Councillor N Morphet

Member of the public Mr D Haley

Apologies – Cllr J Weir, Cllr R Baty

It was proposed that Cllr Edward Jeffrey acted as chairman and Cllr Hutchinson acted as clerk and RFO- P. Cllr Lorraine 2nd. Cllr Batey

2. Notification of other business - None

3. Conflicts of Interest Cllr Hutchinson planning @ The Haining

4. Approval of minutes 29th July 2021

- Stonehaugh Ward meeting
- Wark PC meeting
 - p. Cllr Lorraine 2nd Cllr Baty

5. Issues raised by Members of the Public – None

6. Report from County Cllr N Morphet

- Bin on Village Green – Responsibility of WPC, Cllr Jeffrey will check type and model.
- N M will investigate situation regarding Wark street lights.
- Has discussed with DH possibility of Electric Charging point adjacent to toilets
- Has discussed with DH possibility of a few parking bays at old petrol station.
- Spoke to Neil Snowden re; Parking in School Lane – will continue discussions.
- Highway U5059 from Lineacres-joining Hetherington to Bridge House road, problem with ditches property of landowner- highway unlikely to be repaired.

7. Planning applications

- Hutchinson, The Haining- remove conservatory and extend kitchen and replace farm office. - Cllr Hutchinson declared Conflicts of Interest
WPC supports this planning

8. Highway issues

- School Lane congestion for school transport-suggest ask Doctors and staff to park on PC carpark opposite The Battlesteads. See pt. 6 suggestions of yellow line, drop off Zone Road to be designated as a 'School Street' C Cllr Morphet will discuss with NCC Highway.

- Purchase a Moving Vehicle Sign -suggest ask business for support.

- Clerk has asked NCC to erect posts to support a MVS
- 20 mph speed limit, School Lane and Hexham Road see Item 6

9. Stonehaugh Issues

- Sale of land to Northern Power grid for new substation £1500 offered -WPC agreed to accept P. Cllr Jeffrey, 2nd Cllr Lorraine
- Activity Centre and Nature reserve – Lease to interested party in order to ensure no extra work for clerk and to organise diary, advertising and maintenance-. WPC agreed to a lease of 10 years and charge a peppercorn rent- need to seek advice from Stephen Ricketts P. Cllr Jeffrey, 2nd Cllr Hutchinson
- Play Area – Seats repaired, play bark laid, Proposed clerk should apply to Giles Heron and Evans Trust charities P Cllr Jeffrey 2nd Cllr Batey
- Water supply for activity centre – More than Budget so proposed WPC investigate DIY Postponed
- Advice from Christine Nicholls (CAN) to make wish list and apply to National Lottery to complete nature reserve and play area P Cllr Batey. 2nd Cllr Lorraine
- Footpaths and Jocks Close to Scotch Coulthard road- C Cllr Morphet has discussed with NCC- unlikely to be repaired

10. Wark Issues

- Toilet completed- legal transaction to be finalised Clerk reported that she had contacted solicitors and WPC are waiting for a reply
- Street Lights -see Item 6
- Street Watch – contacted organiser Anthony Kirk waiting for a reply – No contact from Anthony Kirk
- Request from Monday Club for a grit bin at entrance to St Michael’s mount. P Cllr Lorraine 2nd Cllr Batey Cllr Morphet will speak to NCC

11. Correspondence

- Request for donation from Air Ambulance
- Donation requests deferred from July meeting
- Donation request Victim Support

The following donations were proposed and agreed by all Councillors

- | | |
|--------------------------------------|------|
| • Air Ambulance | £100 |
| • Victim Support | £50 |
| • Monday Club | £200 |
| • Monday Club expenses for strimming | £200 |
| • St Michaels Church | £100 |
| • MURC | £50 |
| • Toddler Group | £50 |
| • Senior Lunch | £100 |
| • Wark Town Hall | |

!2. Financial matters.

Audit Report- Internal Auditor was present and reported he had found no evidence of misappropriation of funds and Recommended WPC need to update Standing Orders and Financial Regulations

Audit Report

Scope of work

I have vouched and certified the receipts and prima facia documents made available to allow me to undertake an audit.

As with many small undertakings during the scope of the work undertaken, reliance has to be made on historical documents and statements made by officers.

Internal control in small organisations is always difficult, due to the absence of written procedures. In this instance matters have been difficult and at times almost impossible due the Global Pandemic, which was in existence for the whole of the financial year.

The fact that the WPC remained active is to be commended.

Cash Book

This has been vouched and certified from the invoices and other papers made available.

The are some minor unclaimed amounts for VAT IN TOTAL £200.82, which requires reclaiming. A schedule of underclaim has been prepared.

Recommendation

An internal control procedure should be written to fully explain and set out control procedures when making payments.

All invoices in excess of £10 should have a VAT invoice, clearly stating the suppliers VAT registration number.

Expense Claims.

Again, an internal control procedure, should be written and followed in respect of all expense claims, to ensure complete transparency throughout.

In passing there is absolutely no suggestion, or evidence of any malfeasance, throughout. The suggestion is to ensure correct procedures are understood and followed at all times.

Asset Registers

I have vouched and verified a test sample of WPC Assets.
No disparities were found.

Recommendation

I would respectfully suggest that some Council assets, should be appraised and looked at to ensure the Community Charge users devolve the best community use or possible gain by the use of such assets.

Wages.

Correct time sheets, duly authorised at monthly meetings should be required.

VAT Records

As stated above care should be taken to ensure VAT invoices are obtained for as much expenditure as possible, as 1/6th of the gross expenditure can be reclaimed.

General.

If assistance is required to write the internal control procedures required. I can do this pro bono.

It must be stated that the officers and councillors should be commended for their efforts during the Pandemic, which has not been an easy time for all of the residents.

Audit Certificate

I can confirm that the accounts for WPC have been prepared in accordance with the books and records supplied to me.

My recommendations on improvements to internal control are outlined in the audit report.

In the meantime, if you require any further information or explanations, please do not hesitate to make contact

David Haley

Registered Auditor

- Councillors approved and accepted Audit report and will review Standing Orders and Financial regulations. And accept help from Mr Haley to update Standing Orders and Financial Regulations, although this might result in Mr Haley being unable to carry out any Future Internal Audits-clerk will check with Stephen Rickitts
- All Vat has been reclaimed
- All expense claims are checked by Chair or Vice Chair,
- Wages- Employees have contracts and wages are paid for 1 hour per week calculated bi-monthly. Payroll prepared by CIAccountancy. PAYE is deducted and paid to HMRC.
- Accept Payment schedule.

WPC Payment Schedule

6/10/21

Cheque	Name	Amount	Goods	Approved
1662	T Bell	560.00	Grass Cutting Stonehaugh	X
1663	Jenkinson	636.00	Play Bark	X
1664	S Jeffrey	40.00	Printer Ink	X
1665	Reimbursement (AH)	2581.45	Decking SAC	X
1666	M Stoker	78.99	Toilet Maintenance	X
1667	N Reid	80.19	Toilet Maintenance	X
1668	A Wright	25.00	Roof Repairs Compost Toilet	X
1669	C& L Reid	27.07	Petrol for Genie SAC	X
1670	HMRC PAYE	1.20	PAYE	X
1671	WEL Medical	179.94	AED Pads	X
1672	Wark PO	28.19	Wark Toilet Consumables	X

- **Appoint Accountant.**
- Quotes from Tyne Rede Accountants Bellingham, CI Accountants Hexham
- Proposed to accept Tyne Rede Accountants P. Cllr Jeffrey 2nd Cllr Hutchinson
- However, there was a suggestion that a local resident might be interested therefore before contacting the above, the clerk will make further enquiries.

13.Reports from Representatives of other Bodies

- Town Hall- nothing to report
- Community Foundation – met 5/10/21
- Stonehaugh Community Hall- o pen again for Social Club and Community Hall
- Giles Heron – Meeting in November

14.Other Business

Jubilee Celebrations -Beacons for both villages-

It was agreed to display 2 beacons, Gas beacon for Stonehaugh. MOP suggested a cauldron type for Wark, he will explore what is available and report to clerk P. Cllr Lorraine 2nd Cllr Batey

- **Tenders for Grass cutting**
Tenders for Grass cutting are due for renewal. Clerk to display advert for tenders on Website Notice Boards and forward notice to Trevor Bell, C Mowatt T Grimwood, Monday Club and Jimmy Murray.

Meeting Closed 9.25 Next Meeting 15th December 2021

Signed

A Hutchinson Acting Clerk and RFO

