

Wrockwardine Parish Council

Minutes of the Parish Council Meeting held on Wednesday 8th January 2020 at Wrockwardine Parish Hall at 7.30p.m

Present: Cllr Mr K Ballantyne (Chairman)
Cllr Mrs J Savage (Vice-Chairman)
Cllr Mr P Bevis
Cllr Mrs E Anderson
Cllr Mrs E Ballantyne
Cllr Mr G Baxter
Cllr Mr P Cooper

In Attendance: Ms J Hancox (Clerk)
Mr B Cartwright

20/01 Welcome by the Chairman

The Chairman welcomed everyone to the meeting and wished everyone a Happy New Year.

20/02 Apologies for Absence

Cllr Mr Thomas – illness
Courtesy apologies from Borough Cllr Miss J Seymour

20/03 Declaration of Interests

- a) Pecuniary
- b) Personal - The Chairman and Cllr Mrs Ballantyne declared a personal interest in Planning Application TWC/2019/1030.

20/04 Minutes

It was **RESOLVED** to confirm and sign the Minutes of the Council Meeting held on Wednesday 11th December 2019. Proposer: Cllr Mr Cooper; Seconder: Cllr Mrs Savage; Vote: Unanimous.

20/05 Public Session

Mr Cartwright explained how the Speed Indicator Device (SID) operated and, provided the recent statistics from its sites. Member's agreed that the figures should be reported to the Police Commissioner's Office (PCO) to highlight the serious issue of speeding vehicles through the Parish with a view to obtaining further support. Members agreed that the information should be detailed on the Parish Council's website, social media sites and, in the newsletter to inform residents.

Following a discussion about the usefulness of the SID, Members decided to look at option of purchasing a further SID [proposer: Cllr Mrs Savage; Seconder: Cllr Mr Baxter]

The Clerk was asked to:

- Investigate whether any grants were available before a final decision was made on funding a further SID;
- Write to the PCO with the current statistics and enquire whether any other schemes are available;
- Continue to chase up the Community Speed Watch Scheme the Council signed up for previously;
- Investigate the cost of more sophisticated SIDs.

The Chairman concluded the Public Session by thanking Mr Cartwright.

Mr Cartwright left the meeting at 7.50p.m.

20/06 Borough Councillor's Report

In her absence, Borough Cllr Miss Seymour, asked the Clerk to inform Council of a meeting of the Haygate Fields Liaison Group on Friday 17th January 2020 at 2.00p.m at the Civic Offices, Wellington and asked for representation from the Parish Council given the development fell within the Parish boundaries. The current Chairman and Vice-Chairman indicated their intention to attend.

20/07 Planning

1. Permissions & Refusals

TWC/2019/0672	Land adjacent, 39 Shawbirch Rd, Admaston	Erection of new medical centre (Class D1) with associated parking and landscaping	Full Granted
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2. New Applications

TWC/2019/1030	The Swallows, Station Road, Admaston	Erection of a 2-storey detached annexe and a single storey side and rear extension	11/1/2020
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The Chairman and Cllr Mrs Ballantyne left the meeting at 7.53p.m having previously declared a personal interest in this application.

Following discussion, it was **RESOLVED** to make "No Comment"

The Chairman and Cllr Mrs Ballantyne re-joined the meeting at 8.01p.m.

3. Applications received after the agenda was circulated

None received.

20/08 Finance

a) Accounts for payment list & cheques

It was **RESOLVED** that these be approved and paid as tabled.

Proposer: Cllr Mrs Anderson; Seconder: Cllr Mr Baxter; Vote: Unanimous

b) Bank Reconciliations

The accounts for December were tabled and noted.

c) Internal Auditor

Member's considered a previously circulated report (Appendix A) regarding the appointment of the Internal Auditor for the 2019/2020 accounts. Following discussion, it was **RESOLVED** to appoint SDH Accounting for a further year.

Proposer: Cllr Mrs Anderson; Seconder: Cllr Mrs Savage; Vote: Unanimous.

20/09 Policies

The following policies, circulated to Members prior to the meeting were considered:

➤ Disciplinary & Grievance Policy

There were no comments and it was **RESOLVED** to approve and adopt this policy.

Proposer: Cllr Mr Baxter; Seconder: Cllr Mr Cooper; Vote: Unanimous

➤ Equal Opportunities Policy

There were no comments and it was **RESOLVED** to approve and adopt this policy.

Proposer: Cllr Mr Baxter; Seconder: Cllr Mrs Savage; Vote: Unanimous.

➤ Complaints Procedure

There were no comments and it was **RESOLVED** to approve and adopt this policy.

Proposer: Cllr Mrs Anderson; Seconder: Cllr Mrs Ballantyne; Vote: Unanimous.

➤ **Bullying & Harassment Policy**

There were no comments and it was **RESOLVED** to approve and adopt this policy.
Proposer: Cllr Mrs Ballantyne; Seconder: Cllr Mr Bevis; Vote: Unanimous.

➤ **Sickness & Absence Policy**

There were no comments and it was **RESOLVED** to approve and adopt this policy.
Proposer: Cllr Mr Cooper; Seconder: Cllr Mr Bevis; Vote: Unanimous.

➤ **Health & Safety Policy**

There were no comments and it was **RESOLVED** to approve and adopt this policy.
Proposer: Cllr Mrs Anderson; Seconder: Cllr Mrs Ballantyne; Vote: Unanimous.

The Chairman advised Council that once all necessary policies were completed, Members and volunteers would receive a pack with a hard copy of each for reference. Cllr Mr Baxter advised that internet policies were still required, including a Privacy Statement for the new website.

20/10 RoSPA

The Clerk provided a verbal update on the following items:

- Pemberton Road trees – Telford Tree Services due to carry out the work on 15th January 2020.
- Pemberton Road wet-pour surfaces – Nobridge Nurseries had been advised of the acceptance of their quote and, the work would be carried out in early Spring.
- Pemberton Road Chain link Fence – IdVerde had been advised of the decision to accept their quote and, were awaiting confirmation that the trees had been pruned prior to work commencing. Cllr Mr Baxter had previously asked why the posts were being replaced and, following consultation with IdVerde, it was confirmed to Council that only four of the posts were unable to be utilised and therefore required replacing.
- Walcot Wood Chip – Nobridge Nurseries had been advised of the acceptance of their quote and, as with the wet-pour, the work would take place in early Spring.
- Alternative “handy-person” – The Clerk reported that despite numerous attempts, contact had not been made with the firm suggested at last month’s meeting. The Clerk would continue to try and source someone.

Cllr Mr Bevis requested an update on the Grass Cutting Tender process and the Clerk confirmed the current position. The application to tender process ends on the 31st January 2020 and, the applications will be brought to the next meeting for consideration.

20/11 Website

The Chairman thanked Cllr Mr Baxter for his work on the website to enable it to go live. Members confirmed they were happy with the site’s progression. Cllr Mr Baxter confirmed it was “a work in progress” and, a further addition would be the “News Feed” where up to date information, such as the SID statistics, could go. Cllr Mr Thomas was absent and could not give an update regarding the creation of a Facebook Page to be linked to the site. Cllr Mrs Anderson suggested the location of salt-bins and details of the Snow Wardens should be posted in preparation for any wintery weather conditions. Cllr Mrs Ballantyne requested that the defibrillator sites plus photographs be posted as well as details of the community orchard and Long Yard Meadow.

The Clerk asked if any Members had any suitable photographs for the “Home Page” and if so, to forward them.

Following a short discussion, Member’s agreed that two years of minutes should be available on the site. The Chairman requested that any further thoughts/ideas/suggestions for improving the site be forwarded to the Clerk as soon as possible.

Cllr Mrs Savage suggested an Allotment Open Day, with details advertised on the website and social media. The Clerk was asked to enquire with the Allotment Society if this was something they would like to do.

20/12 Traffic Matters

This item was covered in the Public Session.

20/13 Correspondence

Invitation to “Power to Change” – An event organised by the Borough Council. Council noted its content and agreed for the Clerk to attend.

20/14 Date of the next meeting

It was confirmed that the next meeting would be held on **Wednesday 12th February 2020** at **Admaston House** at **7.30p.m.**

The meeting closed at 8.38p.m.

Signed: _____ **Cllr K Ballantyne** _____ (Chairman)

Date: _____ **12th February 2020** _____

Wrockwardine Parish Council
Payments & Receipts
8th January 2020

Wrockwardine Parish Council

Payments made from Unity
December 2019

No.	Cheque	Code	Name	Description	Amount
79		5	E B	RoSPA Items	8.78
91		1	Staff Costs	Salary	896.60
92		7	SLCC	SLCC Membership	140.00
93		19	B C	SID Management	200.00
94		19	Defib Battery	Defib Maintenance	147.60
95		5	McAfee	IT Protection	6.99
96		16	E-ON	Lighting Maintenance	87.80
97		12	Admaston H Trust	Hall Hire	180.00
99		5		} Office/Telephone	25.50
100		4	Staff Costs	} Travel	12.15
101		6		} Postage	3.50
102		13	Id Verde	Hedge Cutting	558.00
103	300763	2	HMRC	Tax & NI	33.54
104	300764	17	K B	RoSPA Inspection	36.30
105		13	Ditton Services	Grass Cutting	1,179.99
111		7	Unity Trust Bank	Bank Charges	18.00
				Overpayment	0.40
TOTAL					3,535.15

December 2019 Bank Reconciliation: Unity Trust Bank Current Account

From Accounts	£33,771.31
Payments made December 2019	£3,535.15
Receipts	£00.00
Statement should be	£30,236.16
Actual Statement	£30,236.16
Reconciled with Bank Statement No:	83

Wrockwardine Parish Council
Payments to be made January 2020

No	Code	Name	Description	Amount
06	5	B C	SID Management	200.00
107	10	SALC	Training	54.00
108	5	Staff Costs	Office/Telephone	25.50
109	1	Staff Costs	Salary	833.41
110	2	HMRC	Tax & NI	52.07
112	6	Barclaycard	Postage	4.24
113	13	Barclaycard	Grass Cutting Advert	184.80
114	6	Barclaycard	Office/Telephone	19.93
115	5	Barclaycard	Office/Telephone	8.29
116	7	Barclaycard	Bank Charges	12.00
TOTAL				1,394.24

Payments not cashed:

15/5/19	300703	£62.50	Admaston House Trust
11/12/19	Internet Payment Fail	£180.00	Admaston House Trust
Total		£242.50	

TOTAL: 1,636.74

Actual Spend Available 8th January 2020

Unity Trust Bank Current Account	£28,599.82
Unity Trust Bank Savings Account	£56,506.08
Nationwide Building Society 90 Day	£70,000.00
Total in Banks	155,105.90
Cash	0.00
GRAND TOTAL (Banks and Cash)	£155,105.90

Signed: _____ *Cllr_K Ballantyne* _____
 (Chairman)

Signed: _____ *J Hancox* _____
 (Responsible Finance Officer)

Date: _____ *12th February 2020* _____

Appendix 1

Wrockwardine Parish Council

Internal Auditor Appointment

Agenda Item 8C

Background

The Parish Council is required to have an “Internal Audit” carried out on its accounts for 2019/20 prior to the “External Audit” later in the year. The process consists of a meeting with the auditor and then submission of all relevant documentation following closedown of the accounts on the 31st March 2020.

Three possible providers for the service have been identified.

Options

1. Telford & Wrekin Council

Their quote:

“Telford & Wrekin Internal Audit, acting independently and on the basis of an assessment of risk, will carry out a selective assessment of compliance with relevant procedures and controls expected to have been in operation during the financial years ending 31 March 2020, 31 March 2021 and 31 March 2022 in order to complete the relevant Annual Internal Audit Reports for Wrockwardine Parish Council

The internal control objectives will be as set out by the Practitioners Guide for Local Councils and in line with Government requirements for Local Council’s in England with a turnover of £6.5m or less.

The quote provided below is for a three-year period, commencing with the accounts for year ending 31 March 2020. The Council do not have to commit to a three-year contract, an annual contract can be agreed.

YEAR	NUMBER OF DAYS	ANNUAL CHARGE (+ VAT)
1	4	£554
2	3.5 *	£485 + Inflation
3	3 *	£416 + Inflation

*Number of days reduced as auditors are more familiar with the system.

Any additional services agreed between the parties in writing will be charged at the rate of £44.00 per hour for 2019/20, £44.50 per hour for 2020/21 and £45.00 per hour for 2021/22 plus VAT but including mileage.”

2. Finance Manager, Hollinswood & Randlay Parish Council

(Recommendation received from Katrina Baker)

The officer has quoted £15 per hour for their services as Internal Auditor and has suggested around 10 hours of work = circa £150 cost. However, this officer has no previous experience of carrying out the

internal audit process and, the cost could rise significantly should they require more time to complete the audit.

3. SDH Accounting

Our current Internal Auditor had originally advised that they could no longer provide accounting services to the Council due to personal reasons. However, this has since been retracted and they are now able to provide the service again for 2019/20. Current fee circa £300.00 (awaiting confirmation).

Recommendation

Given that the Parish Council has, within the financial year 2019/20, moved across to the Scribe Accounting Package alongside the work being carried out on the website and with the new policies, the Clerk's advice to Council would be **Option 3**, retaining the services of an auditor who is both familiar, experienced and, knowledgeable regarding the Parish's accounts and processes.

Julia Hancox
Clerk & Responsible Finance Officer
6th January 2020