

ABBOTTS ANN PARISH COUNCIL
Minutes from the Extraordinary Meeting held on
THURSDAY 17th March 2016
7.00pm at the Abbots Ann War Memorial Hall



Present: Parish Councillors Mrs B Deacon (Chairman), Mrs S Bleeker, B Sims, B Griffiths, Borough Councillor Mrs M Flood.

Members of the Public: 1

Minutes: Mrs Clare Cotterell – Clerk

Meeting started at 19.00

AGENDA ITEM		ACTION
1	Apologies for Absence Apologies were received from Parish Councillors Howard, Hayter and Coffey and Borough Councillor Stallard.	NOTE
2	Declarations of Interest Cllr Griffiths highlighted that Rosemary Groves is his wife, and retained as village correspondent to the Andover Advertiser.	NOTE
3	Public Participation - None	
4	<p>Review of Budget for 2016/17</p> <p>a) Confirmation of approved budget – Discussion held on income received previously for Defibrillator and/or training. Confirmation from former RFO, present at the meeting as a member of the press, that the HCC grant could be spent as the Parish Council wished. Cllr Flood said she would confirm where the TVBC grant had come from and its intended use.</p> <p>b) Agree budget breakdown – It was agreed to add further lines to the budget sheet to identify clearly where money is being spent. Agreed to hold 20% of precept total as a reserve.</p> <p>c) Agree format for working budget document(s) and monthly financial reports – Clerk provided members with a monthly breakdown of income received for 2015/16. Agreed for Clerk to provide monthly income and expenditure sheets showing YTD amounts along with the monthly financial statement and bank reconciliation.</p> <p>d) Agree application process for parish organisations for potential Parish Council funding in 2016/17 and 2017/18 – Agreed that going forward Parish organisations requiring funding from the Parish Council will need to apply formally using the appropriate form. Cllr Bleeker provided a draft Funding Request form and will forward it to the Clerk for minor amendments.</p> <p>Agreed that Parish organisations will be contacted by the Parish Council in advance of the budget setting period regarding potential funding requests for the following financial year. Also agreed that organisations can contact the Parish Council at any time during the year to apply for funding using the Funding Request form and this request will then be put forward to a future Parish Council meeting.</p> <p>Resolved: Proposed Cllr Deacon, seconded Cllr Sims, all agreed.</p> <p>Cllr Flood left the meeting at 20.10</p>	<p style="text-align: center;">Cllr Flood</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Cllr Bleeker</p>
5	<p>Asset Register Review</p> <p>a) Update from Clerk – Clerk provided copies of the updated Asset Register to date but explained more work is required regarding confirmation of actual existing items and insurance values. Also confirmed has been unable to access the shed at WMH so far to confirm contents due to seized locks and that one key provided didn't appear to fit lock.</p>	

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	<p>b) Review updated Asset Register – Members reviewed the updated Asset Register and agreed it was still work in progress, Clerk to investigate the cost of a storage container.</p> <p>c) Agree actions required to complete updating of Asset Register – Agreed that further work is required including a walk round to identify items held, photographing of items and confirmation of correct insurance values. Once completed will be brought to a future Parish Council meeting to be approved.</p> <p>Resolved: Proposed Cllr Bleeker, seconded Cllr Sims, all agreed.</p>	<p>Clerk</p> <p>Cllr Deacon/ Clerk</p>												
6	<p>Finance</p> <p>a) Cllrs to approve funding request from Village Website – Cllr Griffiths gave overview of previous payments made for maintaining/servicing of the village website including managing the Parish Council section of it. Agreed to make a payment for costs incurred in 2015/16. Agreed that from April that all organisations requesting funds will have to apply formally to the Parish Council. Resolved: Proposed Cllr Bleeker, seconded Cllr Sims, all agreed.</p> <p>b) Cllrs to approve the following payments:</p> <table style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;">Cheque</th> <th style="text-align: left;">Payee</th> <th style="text-align: left;">Amount</th> </tr> </thead> <tbody> <tr> <td>1060</td> <td>Sportsfield Management Committee</td> <td>£1285.00</td> </tr> <tr> <td>1061</td> <td>A Deptford (aadefib.com)</td> <td>£1692.00</td> </tr> <tr> <td>1062</td> <td>K Saunders (village website)</td> <td>£ 300.00</td> </tr> </tbody> </table> <p>Three quotes received for defibrillators: £1410.00 + VAT, £1411.50 + VAT, £1515.00 + VAT.</p> <p>Resolved: Proposed Cllr Sims, seconded Cllr Bleeker, all agreed.</p>	Cheque	Payee	Amount	1060	Sportsfield Management Committee	£1285.00	1061	A Deptford (aadefib.com)	£1692.00	1062	K Saunders (village website)	£ 300.00	
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7	<p>Agenda items for Parish Council meeting on 7th April 2016</p> <p>None.</p>													
	<p>The next meeting of the Parish Council will be held on 7th April 2016</p>													

Meeting closed at 20.43

Approved and signed by the Chairman at the Council Meeting on 7th April 2016