

WARK PARISH COUNCIL

Chairman: Philip Leadbitter

Email: clerk.wark@gmail.com

Online Meeting to be held on Wednesday 31st March 2021

Members of the Public are welcome to request copies from the Clerk

AGENDA

Public and Police participation

1. Welcome and Apologies for Absence
2. Notification of Other Business
3. Declarations of Conflicts of Interest
4. Approval of Minutes 3rd February 2021
5. Review Internal Auditors report
6. Issues raised by Members of the Public
7. Report from County Councillor
8. Planning Applications
9. Highways Issues
10. Stonehaugh Issues
11. Wark Issues
12. Correspondence
13. Financial Matters
14. Reports from Representatives to Other Bodies
15. Other Business – Not for Decision
- 16.. Items for Discussion at Future Meetings
- 17.. Date of Next Meeting – **Needs to be before election**

Signed

Cllr Anne Hutchinson Acting Clerk and RFO

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This paper sets out further Information regarding items on the agenda

4. Approval of minutes 3rd February 2021

5. Review and decide actions to be taken following Internal Auditors' Report for 2019-20

- Cash book hasn't been kept up to date----Assistant RFO will prompt and assist Clerk
- 4 transactions will be assigned from 2019-20 to 2018-19
- Incorrect transactions will be adjusted
- Ritemix Invoice has been found and will be dealt with accordingly.
- Budget Variances and accounts will be reconciled and presented to Council each quarter.
- 3 quotes were obtained for developing Activity Centre at Stonehaugh, when Grant application was submitted. Grants were awarded from National Park and Green Rigg Trust
- Grass cutting tenders were put out to tender in 2017 and competitive quotes were obtained these tenders were for three years
- Invoices will be annotated fully by the clerk
- Claims for expenses for councillors and clerk must be presented with the claim form provided and checked and signed by clerk and/or assistant RFO
- Invoices will be filed in order there will be a column added to accounts to include Invoice number to correspond with invoices.
- VAT will be claimed at the year end for the years 2019-2021. VAT must be reclaimed within 3 years. Vat will be digital from 2022 and I suggest CIAccountants are engaged to attend to this matter.
- Financial Regulations will be reviewed March 2021
- Council will prepare a budget to agree the precept.
- Actual expenditure and Income will be reported each quarter and variances will be compared to Budget to monitor PC finances AH will develop an expenses claim form to be presented with receipts for payment, to be checked and signed by clerk or ARFO..Clerk will present a claim for extra hours worked and this will be signed and agreed by ARFO or Chairman
- PAYE will be paid on time. This is now paid to date.

6. Issues raised by members of the public

None

7. Report from County Councillor Gibson

20 mph Speed Limit will be Installed on Hexham Road /School Lane.

8. Planning Applications

1. Installation of Air Source heating at 6 Storey Terrace -Passed

9. Highway issues

Potholes reported and repaired C205

10. Stonehaugh Issues

- Letter circulated asking for opinion on Subcommittee, Wild Flower meadow and reminding residents that Nominations for Parish Council had to be submitted by 8th April.
- Notice in Notice Board advertising nominations for Councillors.
- Safety check records received- some repairs needed at Stargazing Pavilion including safety strips required because floor has been identified as dangerous when wet , we need to order the necessary material and volunteers will do the work.
- Applied to Evans Trust for donation for a small composting toilet to be placed on the Nature trail

11. Wark Issues:

- There has been suggestions that when the new toilet is opened that we add a slot machine for payment, we have considered this in the past and decided the extra costs the extra work and responsibility involved would outweigh the revenue earned. Initially the toilet was secured for children waiting for school buses and the elderly, a suggestion of electronic payment would eliminate both groups I suggest we allow free access initially.
- Request Donation or regular payment for businesses who should provide staff toilet facilities and rely on Public toilet
- Our Mower is 12 yrs. old and needs to be replaced we need to obtain quotes for a suitable machine that mulches the grass, this will eliminate the need to dump grass cuttings and negotiate the Bridge to dump the cuttings at Warkshaugh AH will submit an application to Green Rigg Trust for a donation towards the purchase

12. Correspondence:

Refer to emails- all important correspondence has been forwarded

13. Financial Matters

- Accept Payment Schedule

14. Reports from Representatives to other bodies

- Please add any reports

15. Other Business

- Please submit all safety check records- these are required for Insurance purposes and must be retained indefinitely.
- **Review and accept Standing Orders-** previous clerk changed the three clear days required for displaying and circulating Agendas to include Sunday, This is a Statutory regulation and we cannot include Sundays we need to amend this to exclude Sundays and Bank holidays.
- **Review and accept Financial regulations**
- If you require copies of either of these documents let me know
- It was too late to issue tenders for Grass cutting at Stonehaugh however Edward and myself agreed to extend Trevor's contract for one year, Edward approached Mr Bell who has agreed to continue for this year.
- **Nomination Papers must be submitted in person before 8th April**

16. Items for Discussion at future meeting

- Risk assessment.
- Risk Management
- Assets Register
- Statutory Documents