

# Whessoe Parish Council

---

## MINUTES of the Annual Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Saturday 11<sup>th</sup> May 2019, at 3.30 pm

**Present:** Councillor S Goldfinch (Chair)                      Councillor T Musson  
 Councillor F Minay    Councillor D Woodley  
 Parish Clerk – B Goldfinch

MINUTE NO.	ITEM	ACTION
1.19	<p><b><u>Apologies for Absence</u></b></p> <p>Apologies were received from Councillors S Dawson and J Bennett</p>	
2.19	<p><b><u>Election of Officers to Parish Council</u></b></p> <p><b>Chairman:</b> Councillor T Musson proposed and Councillor F Minay seconded that Councillor Goldfinch be nominated Chairman of the Parish Council for the 2019-20 year.</p> <p><b>Vice Chairman:</b> Councillor T Musson proposed and Councillor D Woodley seconded that Councillor S Dawson be nominated as Vice Chair for the Parish Council for the 2019-20 year.</p> <p>No other nominations were received.</p> <p>The Parish Council <b>RESOLVED</b> that Councillor Suzanne Goldfinch is elected Chair and Councillor Sylvia Dawson is elected Vice Chair of the Parish Council for the 2019-20 year.</p> <p><b><u>Election of Hall Committee</u></b></p> <p>The Parish Council <b>RESOLVED</b> that the Hall Committee would be Councillor’s S Goldfinch, F Minay, T Musson and either J Bennett or D Woodley (depending on availability)</p> <p>Councillor Goldfinch was elected Chairman of the Committee.</p>	
3.19	<p><b><u>Declarations of Interest</u></b></p> <p>Councillors S Goldfinch and W Goldfinch declared an interest in Item 7 – Clerk &amp; Responsible Finance Officer – Vacancy.</p>	
4.19	<p><b><u>Minutes of Whessoe Parish Council Meeting – 18<sup>th</sup> March 2018</u></b></p> <p>The Minutes of the Whessoe Parish Council Meeting held on the 18<sup>th</sup> March were presented.</p>	

Signed..... Date.....  
 Chair of the Parish Council

	<p>The Parish Council <b>RESOLVED</b> that the Minutes of the Whessoe Parish Council Meeting held on the 26<sup>th</sup> March 2018 be approved.</p> <p><b><u>Action Points</u></b></p> <p>Councillor S Dawson had completed the last bank reconciliation.</p> <p>All other actions are covered in agenda items below.</p>	
<b>5.19</b>	<p><b><u>Public Participation</u></b></p> <p>No members of the public were present.</p>	
<b>6.19</b>	<p><b><u>Parish Councillors Vacancy</u></b></p> <p>Following the election of officers to the Parish Council on 2 May, there continues to be a vacancy for the Whessoe Ward. The Council are able to co-opt a Councillor without advertising for up to 35 days following the election.</p> <p>The Council continues to promote the vacant position and if necessary will advertise in June.</p>	
<b>7.19</b>	<p><b><u>Clerk &amp; Responsible Finance Officer – Vacancy</u></b></p> <p>The Parish Council <b>RESOLVED</b> to advertise for a paid Clerk on the basis of 10 hours per week at a salary rate of SCP 15.</p> <p>The advert and job description would be issued on 14 May and applicants would be required, as previously, to complete an application form to be returned by 3 June. Interviews would take place during week commencing 10 June.</p> <p>The Clerk would act as the main point of contact for receipt of applications. The sift panel would be Councillors Dawson, Minay and Musson. The interview panel would be Councillors Dawson, Minay and Woodley.</p> <p>The successful candidate would be expected to take up post on 1 July.</p>	<p>Clerk</p> <p>Clerk</p>
<b>8.19</b>	<p><b><u>Progress on Accounting Software</u></b></p> <p>The accounting software will be installed, on-line, on the 6 June 2019.</p> <p><b><u>Quarterly Audit Report</u></b></p> <p>Councillor Musson had completed the quarterly audit and presented his report which showed no discrepancies.</p>	<p>Clerk</p>

Signed..... Date.....  
**Chair of the Parish Council**

### **Financial Statement 18-19**

The Clerk presented the Financial Statement for 2018-19. Income totalled **£27,626.50** and expenditure totalled **£11,470.07** giving a year end closing balance of **£16,156.43**.

Items in excess of £100 during the year were as follow.

<b>Date</b>	<b>Item</b>	<b>Cost (£ inc.VAT)</b>	<b>Reason</b>
13 May	Clerk's salary	688.53	Quarterly salary
18 May	Gas supply	227.67	
26 May	Insurance cover	781.01	
14 June	Co. Durham Local Council Association	189.68	Subscription
29 June	Clerk's salary	415.42	Salary up to resignation
8 Aug	Fixed wiring test	144.00	5 year test
10 Aug	Stationery and equipment	306.77	Secure cupboard, laminator, label maker and accessories and council supplies.
15 Aug	Gas supply	119.99	
11 Oct	LED Supply and Fit	1680.00	Replacement energy efficient lighting throughout the hall.
12 Oct	SLCC Enterprises	118.80	On-line training course for Clerk
26 Nov	Christmas Lights	223.91	WPC decision at their November meeting to provide festive lighting
5 Dec	Timer for car park and electrical accessories	153.77	WPC decision at their November meeting and rewiring parts of the hall.
10 Dec	Hedge trimming, grounds maintenance	2016.00	Grounds maintenance during the year and removal of hedges around the hall.
21 Jan	Rubbish Removal	288.00	Clearance of rubbish from lofts, shed and cupboards.
5 Feb	Lenovo Laptop	499.00	Replacement laptop
11 Feb	Shed removal	240.00	Removal of garden shed
26 Feb	Floor Investigation	486.00	Removal of concrete ramp and lifting of floor in kitchen to determine extent of water damage.
26 Mar	Gas Supply	215.40	

The Parish Council **RESOLVED** to note the financial report.

### **Budget Statement 2017-18**

The Clerk presented the Budget Statement 2018-19.

Income was higher than budgeted due to the surplus balance of £1,126 carried forward from 2017-18. Additional income had also been received from hire of the Parish Hall by a yoga group. Overall expenditure was just over £1,000 higher than

Signed..... Date.....  
**Chair of the Parish Council**



	<ul style="list-style-type: none"> <li>• Publish AGAR documentation on the Council's website by 3<sup>rd</sup> June 2018.</li> <li>• Relevant documentation to be forwarded to Mazars (external audit) by 3<sup>rd</sup> June 2018. This will include details of the change of Chair and Clerk.</li> </ul> <p>The Parish Council <b>RESOLVED</b> that the Annual Governance &amp; Accountability Return for 2018-19 be approved and noted the next steps for publication of the AGAR and submission of relevant documents to external audit.</p>	
<b>10.19</b>	<p><b><u>Insurance – Review and Confirmation of Cover Requirements</u></b></p> <p>The Council's insurance cover is due for renewal on 1<sup>st</sup> June 2019. Three quotations were received from Came &amp; Company Insurance Brokers and one from Norris and Fisher.</p> <p>The Council <b>RESOLVED</b> to agree the cover requirements and approved the quotation from Norris and Fisher. The Clerk will arrange payment.</p>	Clerk
<b>11.19</b>	<p><b><u>Review of Council protocols and policies</u></b></p> <p>The Council reviewed all of their policies. Changes were agreed to the Financial Regulations and the Risk Management Plan.</p> <p>The following policies were agreed unchanged aside from updating the version control:</p> <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Code of Conduct</li> <li>• Health and Safety Risk Assessment</li> <li>• Fire Risk Assessment</li> <li>• Data Protection Policy</li> <li>• Record Management, Retention and Disposal Policy and</li> <li>• Social Media Policy</li> </ul> <p>The Council decided that the Protocol for Improved Working Arrangements, an informal document, had run its course and would not be used in future.</p> <p>The Clerk would arrange publication of all the documents on the website</p>	Clerk
<b>12.19</b>	<p><b><u>Planning Applications</u></b></p> <p><b>Log of Applications Received:</b> Details of planning applications received and progress regarding submission deadlines and outcomes were presented.</p> <p>The Parish Council <b>RESOLVED</b> to raise no objections to Applications 19/00397 and 19/00344/FUL.</p>	
<b>13.19</b>	<p><b><u>General Data Protection Regulations (GDPR)</u></b></p> <p>Further progress on implementing the action plan is delayed until the new website has been introduced.</p>	

Signed..... Date.....  
Chair of the Parish Council

14.19	<p><b><u>Correspondence</u></b></p> <p>The May edition of Clerks and Councils Direct was circulated.</p> <p>The Council considered the following letters:</p> <ul style="list-style-type: none"> <li>• Northumbrian Water – they are planning an upgrade to the sewerage system on land close to the Parish boundary. They have asked the Council to field questions from parishioners.</li> <li>• The Armed Forces Charity has asked Parish Councils to consider running an event for VE Day 75 between 8-10 May 2020. The Council decided to pass this to the Hall Committee.</li> </ul>	
15.19	<p><b><u>Council Matters</u></b></p> <p><b>Change of name:</b> The Council <b>RESOLVED</b> to drop further consideration of changing the name of the Council.</p> <p><b>Local Council Award Scheme:</b> This is on hold until the Council has a new website.</p>	
16.19	<p><b><u>Forward and Backward Look</u></b></p> <p>Councillor Musson had attended the seminar run by the Brightwater Partnership. They have grants available and he will pass the information onto the Hall Committee to follow up.</p> <p>Councillor Training is available through CDALC in Yarm on 19 June. Councillors would consider their availability and let the Clerk know <b>by 24 May</b> whether they could attend.</p>	All
17.19	<p><b><u>Marketing and Social Media</u></b></p> <p>Development of the new website has been on hold while funding was found for the works on the Hall. The Council <b>RESOLVED</b> to move this forward and find a developer.</p>	Clerk
18.19	<p><b><u>Whessoe Parish Hall</u></b></p> <p><b>Terms of Reference:</b> The Council <b>RESOLVED</b> to ask the Hall Committee to review this and present it to the next full Council meeting.</p> <p><b>Update:</b> The Council reviewed three tenders and <b>RESOLVED</b> to approve the essential works on the hall floor. Councillor Goldfinch would approach the preferred supplier.</p> <p>Other works were dependent on securing funding and Councillor Goldfinch would make applications to the various bodies that had been identified.</p> <p>The Clerk presented a draft budget plan for the year and, after discussion, would revise it and present it to the Hall Committee for ratification.</p> <p>Councillor Musson had completed his bi-monthly walk through and presented the results. Actions would be taken forward by the Hall Committee.</p> <p><b>Contracts:</b></p> <ul style="list-style-type: none"> <li>• Broadband – the supplier has not resolved the issue with invoicing. They</li> </ul>	SG SG Clerk HC

Signed..... Date.....  
Chair of the Parish Council

	<p>have committed to only invoicing the Council 90 days in arrears, once the problem is resolved.</p> <ul style="list-style-type: none"> <li>• Statutory Testing – all the testing had been completed successfully.</li> </ul> <p><b>Hall Bookings:</b> The Council had received a request to book the Hall over the weekend of the early May bank holiday 2020 for a cycling event. The Clerk would take this forward on block booking terms.</p> <p>The Council noted that the Yoga group were now being invoiced on a weekly basis.</p>	Clerk
19.19	<p><b><u>Date and Time of Next Meeting</u></b></p> <p>Dates for meetings during 2019-20 were agreed as follows:</p> <p><b>Meetings of Whessoe Parish Council:</b>          Parish Council Meeting – Monday, 15<sup>th</sup> July 2019 – 7.00 pm          Parish Council Meeting – Monday, 9<sup>th</sup> September 2019 – 7.00 pm          Budget &amp; Precept Setting Meeting – Monday 18<sup>th</sup> November 2019 – 7.00 pm          Parish Council Meeting – Monday, 20<sup>th</sup> January 2020 – 7.00 pm          Parish Council Meeting – Monday, 23<sup>th</sup> March 2020 – 7.00 pm          Annual Meeting – Monday, 18<sup>th</sup> May 2020 – 7.00 pm</p> <p><b>Annual Parish Meeting:</b>          Annual Parish Meeting – Monday, 18<sup>th</sup> May 2020 – 6.30 pm to 7.00 pm</p> <p>The Parish Council <b>RESOLVED</b> that the Parish Council will meet on the above dates during 2019-20.</p> <p><b>The next meeting will be the Whessoe Parish Council Meeting to be held on Monday, 15<sup>th</sup> July 2019 at 7.00 pm in the Committee Room at Whessoe Parish Centre.</b></p>	

Signed..... Date.....  
 Chair of the Parish Council