

Knightwick and Doddenham Parish Council

Minutes of the Annual Meeting of the Council held at 19:00hrs on Monday 20th May 2019 at the Talbot Hotel, Knightwick.

Present;

Chair, Cllr B Munt ,

Cllrs: Ms G Evans, Ms M Horton, D Steel, G M Brewin (Clerk)

Apologies: Ms K L Parkinson, Ms L Pearson, F Budden.

Visitors: none

Public Time prior to the formal meeting; none.

The formal meeting commenced at 19:20

Agenda *The meeting was opened by the current chairman Cllr B Munt.*

1. To accept nominations and appoint a Chairman.

Mr B Munt was proposed and unanimously agreed. He signed the 'Declaration of Acceptance of Office' and took the chair. In accepting the nomination of Chair of the council for another year Cllr Munt expressed his thanks for the support of councillors over the past year and sent his and the council's best wishes to District Councillors Sarah Rouse and Peter Whatley standing as Independents and coming top of the poll for the MHDC elections.

2

Apologies for absence and members' declarations of interest.

The apologies from Ms K L Parkinson, Ms L Pearson and F Budden were accepted. There were no declarations of interest in agenda items.

3.

To accept nominations and appoint a Vice-Chairman.

Ms G Evans was proposed and unanimously agreed.

4.

To appoint a representative to the Knightwick Charity Trustees

Cllr F Budden was proposed and agreed.

5.

Confirm the Minutes of the meeting of 18th March 2019 - Circulated in advance.

Agreed and signed by the chair.

6.

Financial Matters:

- a) Approve the Council's Accounts 2018-9 - Circulated in advance.
Approved - see appendix- a
- b) Approve the formal Annual Governance Statement
Approved
- c) Approve the formal Annual Statement of Accounts
Approved
- d) Approve payment - Council's Insurance Premium - £294.74
Approved
- e) Approve payment - Council's Membership Fee WCALC - £235.82 inc vat
Approved
- f) Approve payment - Linda Cotterill - Accounts 'Audit' - £60.00 inc vat
Approved
- g) Confirm - Clerk's Salary & Hours - 2019-20 (NALC - SCP27 - £13.15/hr, 242hrs/yr (£265.19/mth)
Confirmed
- h) Confirm - Lengthsman Contract with WCC 20189-20 - £2141 (as for 2018-9).
Confirmed
- i) Review the council's Statement of Fixed Assets
The Clerk was asked to draw up a new statement of fixed assets for approval at the next meeting.
- j) Formally accept that the council holds the proceeds of the sale of the Village Hall (£40971.40) in trust for 'other charitable purposes or objects for the benefit of the inhabitants of the area'.
This was confirmed. The Clerk was asked to contact local organisations with a view to finding major projects which would benefit from a substantial injection of charitable funds from this source.

7. Planning Matters:

None

8.

Confirm the adoption the General Power of Competence

This Council declares that it meets the criteria set by the Secretary of State under the Localism Act 2011 (s8) in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. viz:

- i. At least two-thirds of total number of councillors must have been elected
- ii. The Clerk holds CiLCA 2012 or other relevant qualification.

And therefore confirms the adoption of the General Power of Competence as set out in the above act.

9.

Clerk's report on actions from previous meetings and correspondence received

The Clerk noted that WCC Lengthsman Office had not yet paid the council's invoices for the Lengthsman's work in January February and March. He was continuing to press for payment.

He was asked to arrange for the Lengthsman to clear mud from the roadway and drains in Rectory Lane.

10.

Items for the Next Meeting

See 6- i) & j)

11.

Confirm the date of the next meeting:

15/07/2019 at 7:00pm In the Talbot Hotel Knightwick. - Agreed.

The meeting closed at 8:10pm

Minutes confirmed 15/07/2019

Knightswick & Doddenham Parish Council*for comparison***Income and Expenditure
for the year 1/4/18 -31/3/2019****Yr 2018-9****Yr 2017-8****Income**

| | | |
|-----------------------|---------|----------|
| Bank Interest | 0.00 | 0.00 |
| MHDC Precept | 5200.00 | 5200.00 |
| MHDC Parish Grant | 0.00 | 0.00 |
| VAT Refund | 669.99 | 856.17 |
| Village Hall Hire | 0.00 | 0.00 |
| WCC Parish Lengthsman | 1068.00 | 1020.00 |
| Sundry Income | 2510.00 | 40575.60 |

Total Income**9447.99****47651.77****Expenses**

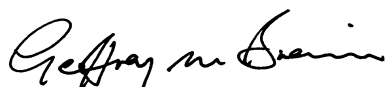
| | | |
|--------------------------|---------|---------|
| Audit | 50.00 | 50.00 |
| Clerk - Expenses | 31.00 | 20.00 |
| Office Costs | 28.11 | 40.75 |
| Clerk - Salary | 3192.16 | 2980.80 |
| Donations | 700.00 | 830.00 |
| Other Expenses | 2428.00 | 0.00 |
| Elections | 0.00 | 0.00 |
| Insurance | 285.60 | 280.00 |
| Sundry Payments | 179.40 | 285.96 |
| Parish Lengthsman | 1044.00 | 1020.00 |
| Subscriptions | 187.70 | 171.46 |
| Village Hall Electricity | 0.00 | -34.94 |
| Village Hall Insurance | 0.00 | 0.00 |
| Village Hall Maintenance | 0.00 | 52.40 |
| VAT paid | 252.28 | 273.59 |

Total Expenses**8378.25****5970.02****Surplus+/-Defecit-****1069.74****41681.75****Balance brought forward****42779.59****1097.84****Balance at year-end****43849.33****42779.59****Outstanding unpaid cheques**

| | |
|-------|--------|
| 00003 | 57.60 |
| 00004 | 187.20 |
| 00006 | 200.00 |
| 00007 | 100.00 |
| 00010 | 144.00 |

Outstanding Invoices

| | | |
|-----------------------|-------|--------|
| WCC Parish Lengthsman | Jan | 48.00 |
| WCC Parish Lengthsman | Feb | 156.00 |
| WCC Parish Lengthsman | March | 120.00 |
| | Total | 364.80 |

Bank Account – 31/3/2018**44214.13****42779.59**


Clerk and RFO. 04-Apr-19