

MALVERN WELLS PARISH COUNCIL

Minutes of the Meeting of Malvern Wells Parish Council duly convened and held in The Village Hall, Wells Road, Malvern Wells – commencing at 7.35pm on **Wednesday, 22nd May 2013**

Present

Councillors:

Mrs H Burrage (Chairman)

K Wagstaff

M Victory

S Atwell

Mrs C O'Donnell

A Hull

J Black

Mrs A Bradshaw

S Freeman

P Buchanan

B Knibb

N Johnson

K Hurst

Apologies

None recorded

In attendance

MHDC Cllr C Cheeseman

David Taverner (Clerk and Responsible Finance Officer)

17/13 Disclosable Pecuniary interest declarations and any changes to be notified to the Register of Interests and Gifts & Hospitality – Declarations of interest were noted as those which had been previously recorded and no changes were necessary to the register.

18/13 Closure of the Meeting to allow Parishioners Present to speak on any Matter on the agenda

There were no questions from parishioners.

19/13 Minutes

The Minutes of the Parish Council Meeting held on 20th March, 2013 were unanimously **approved** by Members and **signed by the Chairman** as a correct record of that meeting.

20/13 Matters arising from the Minutes

There were no matters arising from the approved minutes

21/13 Reports of Committees and Committee Chairmen

(a) Cllr Johnson presented the previously circulated report of **Finance and General Purposes Committee** which had been held on **16th April, 2013**.

Cllr Johnson took Members through the final accounts report showing the Council's final income and expenditure figures for the year ending 31st March, 2013. Total expenditure for the year had out turned at £91.8k set against the original budget of £102.7K. The major contributory factors to the under spend of £10.9 K were:-

Reduced Expenditure

Salary and payroll savings

£k

(1.9)

Gas Lamps maintenance and running costs

(6.2)

Cemetery labour costs and supplies

(3.1)

Other variations

0.3

Total expenditure under spend

(10.9)

Income for the year had totalled £118.9K which was some £5.5k more than originally anticipated due to higher than expected cemetery income (£2.8K) and additional grant income (£2.9K).

The Committee had considered the 2012/13 annual audit return and governance statement which had also now been certified by the Council's internal auditor.

Members had reviewed each section of the annual governance statement and agreed that the Council had fully complied with each of its sections. The Committee thus had agreed **to recommend to Council** that the annual governance statement for 2012/13 should be approved and signed by the Chairman of the Council.

The Council's total cash reserves at 31st March, 2013 were now £114.9k of which £79.1K had been earmarked for specific purposes.

It was agreed to **recommend to Council** that the statement of earmarked reserves presented and agreed by the Committee on 16th April should now be approved.

(b) Cllr Buchanan presented the previously circulated reports of the **Planning Committees held on 18th and 20th April** respectively

The reports and the recommendations contained in both reports were **unanimously accepted and approved** by the Council

(c) Cllr Buchanan then presented the previously circulated reports of the **Environment Committee** held on 17th April. This report **was noted and accepted by the Council**

(d) Cllr O'Donnell presented the report of the **Play and Open Spaces Group** held on 20th May. The report and the recommendations contained therein were **unanimously accepted and agreed** by the Council.

22/13 Chairman's Communications

A County Council Consultation Order had been received to close part of Upper Welland Road from its junction with the A449 Wells Road to its junction with Kings Road in order to facilitate gas mains repairs for 7 days commencing 24th June, 2013.

Members were disappointed to note the effect of this proposal, especially in view of the likely disruption it would cause and asked the Clerk to investigate, with the Highways Department, whether alternative arrangements with traffic lighting could be suitable for use at this location whilst the work was being undertaken to minimise disruption.

23/13 Summer Events

a) Bring and share – Coronation celebration lunch – 2nd June

A bring and share celebration lunch was being planned for 2nd June which would celebrate the 60th Anniversary of the Queen's Coronation. Council agreed to set aside funding of up to £250 from its Community grants budget, with details of the breakdown of the planned expenditure to be provided to the Clerk prior to funds being released.

(b) 2013 Fête – Setting of date

Cllr Johnson advised that he would be leading a team of volunteers to help with the organisation of the Village Fete once a suitable date for the event had been selected. A potential date of Sunday 8th September was being considered and Cllr Johnson would be reviewing that date to see if there were any clashes with other events taking place on that particular day.

(c) Appointment of Events Organising Group

It was proposed, seconded and **resolved unanimously** that the following members be appointed to the newly formed **Events Organising Group** for the ensuing year:-

Councillors Johnson, Atwell, Hurst and Burrage

24/13 Report from the Clerk on actions undertaken since last meeting

a) **Wells News** – final proofs were sent to the printer on 18th May-delivery to residents expected during first week of June

b) **Assarts Road Playing Field** - Drainage Scheme – CCTV survey and inspection report had been requested by the Clerk – completion target date for inspection phase of project by end of June

c) **Jubilee Garden railings** – completion of railings replacement in Grundy’s Lane had been ordered - target date for completion –mid June

d) **Peachfield Road common** – potential new play facility – indicative play scheme design had now been prepared by Playdale ltd -to be presented to Conservators Director for comment prior to submission to Land Management Committee for further consideration

e) **Gas lamps** – connection of gas supply to lamps 27 and 28 Wells Road. Clerk to chase progress with Sight Designs and National Grid

**25/13 Report of representatives on other bodies
Malvern Hills District Council – Cllr C Cheeseman**

Cr Cheeseman updated Members on changes at the District council’s executive board following the recent elections

The South Worcestershire Development Plan had reached the next stage of the process towards final adoption and was being submitted to the Secretary of State for independent examination on Tuesday 28 May 2013. The final adoption of the plan was unlikely to occur before the late autumn.

26/13 Payment of Accounts: The under mentioned accounts were approved for payment:

Cheque	Payee	For	£
2992	David Taverner	Salary and Expenses April	1,594.45
2993	Steve Maund	Outdoor Works April	994.51
2994	TCA Trading	Room Hire	240.00
2995	Worcs County Council	Grit Bins	420.00
2996	County Buiding Supplies	Cemetery Materials	215.54
2997	British Gas	Gas lamps	613.86
2998	Collett accountancy	Payroll Work	165.00
2999	Martin Thomas	Cemetery Work April	346.97
3000	Printed Banners & Signs	Coronation Lunch advertising	59.17
3001	Malvern Wells Village Hall	Room Hire	76.00

27/13

Approval of the 2012/13 final accounts and signing of the Annual Audit Forms and Governance Statement

Cllr Johnson presented the 2012/13 final income and expenditure accounts and bank reconciliation statements which had been previously circulated to Members and drew attention to the presentation of the Finance & General Purposes Committee report of 16th April.

The final accounts report, bank reconciliation statement, and governance statement were duly noted and **approved** by the Council.

The Chairman then signed the Annual Audit Return and Governance Statement proforma.

The Clerk reported that the internal audit for 2012/13 had been successfully concluded by the Internal Auditor – Yvonne Scriven.

The Council’s external audit date had been set by the Audit Commission as 1st July, 2013 and the Clerk advised that all the necessary supporting working papers and final accounts returns would now be sent to Grant Thornton LLP – the external auditors appointed by the Audit Commission.

There being no other business the meeting the Chairman closed the meeting at 9 25pm

Signed.....

Chairman
26th June, 2013