

Whittington Parish Council



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Minutes of the Annual meeting of Whittington Parish Council held on Tuesday 8 May 2018 at 19.30 at Whittington Village Hall

Democratic Period/ Question Time:

A parishioner asked the council about the overgrowth on the turning point at the bottom off old road The Clerk advised the Lengthsman who usually keeps it tidy was still of sick.

Another parishioner asked about the village hall, he wondered what the latest development of the village hall was, as he thought that the plan to move the VH to pond farm would go ahead, now it had stoppe and wondered if the parishioners would be given the opportunity to give some input on the future of the village hall

Those Present:

Chairman: Cllr S Macleod
Councillors: Cllr Ms K Wolseley Charles,
Cllr D Bayliss, Cllr S Brooker
Officers: Mrs C Chambers (Parish Clerk)
Attendees: Cllr Adams, , and 2 Parishioners

1) Election of Chairman for the year 2018 – 2019

Cllr S Macleod stood down as Chairman.

It was moved by Cllr Brooker, seconded by Cllr Bayliss and **RESOLVED** that Cllr S Macleod be the elected Chairman of Whittington Parish Council for the year 2018-2019.

Cllr S Macleod took the Chair

Vice Chair - Deffered to next meeting

- 2) **Attendance and Apologies.** Apologies were received from Cllr R Boase and Cllr Ms Tracey Peters
- 3) **Declarations of Interest and Ethical Matters.**
 - a To receive declarations of Personal (non prejudicial) Interests in items on this Agenda. **None.**
 - b To receive declarations of Prejudicial Interests in items on this Agenda and their nature. **None.**
 - c Ethical Matters. **None.**
- 4) **Minutes of Previous Meetings of the Council.**
 - a The Clerk has circulated with the agenda the minutes of the Council meeting held on 24 April 2018. It was moved, seconded and **RESOLVED** that the minutes be adopted as a true record. It was noted that the declaration of interest regarding item 7 a. (allotment shed and pecuniary interest) was discussed and the standing orders to be reviewed.

5) Appointment/Election of Council Representative(s) to Committees

WPC staffing Committee deferred to next meeting

Worcestershire CALC: It was moved, seconded and **RESOLVED** that Cllr Boase be Worcestershire CALC representative.

Whittington School: It was moved, seconded and **RESOLVED** that Cllr Bayliss be Whittington School representative.

Whittington Village Hall: It was moved, seconded and **RESOLVED** that Cllr Macleod be Whittington Village Hall representative.

PACT/Neighbourhood Watch: Now Safer Neighbourhood/traffic It was moved, seconded and **RESOLVED** that Cllr Brooker be the Safer Neighbourhood/traffic representative.

Whittington Church: It was moved, seconded and **RESOLVED** that Cllr Brooker be Whittington Church representative.

Allotments: It was moved, seconded and **RESOLVED** that Cllr Wolseley-Charles be Allotments representative.

6) District and County Councillors' Report. None.

7) Finance - Year End Report

*a. **Receipts and payments** The Clerk had circulated with the agenda a report that listed the whole years receipts and payments from 1 April 2017 up to 31 March 2018. It was moved, seconded and **RESOLVED** that the receipts and payments for the whole year be approved. The original invoices and receipts were available to view at the meeting.

* b. **Bank Reconciliation** The Clerk had circulated with the agenda the Whole year bank reconcillian for WPC 2 bank accounts as at 31 March 2018. it was moved, seconded and **RESOLVED** that the bank reconciliation be approved. The original bank statements were available to view at the meeting.

*c. **Asset Register.** A list of the assets owned by WPC were also circulated with the agenda, it was moved, seconded and **RESOLVED** that the Asset Register be approved.

*d. **Internal Audit Report - Year End 2017/2018.** The Clerk had circulated with the agenda a report by WPC Internal auditor report for the year ending 2018 is attached to this agenda. The report is annexed to these minutes. She reported that all the original documents had been returned and were available to be inspected. The report is annexed to these minutes. It was noted that page 2 of the report noted that the Clerk needed to do VAT return, also on page 3 of the report it was noted that with s106 funding, a risk assessment on projects needed to be done, it was agreed that a Risk Assessment working group be formed to look at s106 risk assessment and work in conjunction with WPC financial regulations it was moved, seconded and **RESOLVED** that Cllr Brooker, Cllr Macleod and the Clerk, also the Treasurer plus an additional member of VHMC.

***e. Annual Return Year End 2017/2018**

The Clerk had circulated with the agenda a copy of Whittington Parish Councils Annual Return. A copy of which are annexed to these minutes. The Clerk advised that Section 1 must be approved before Section 2 could be considered.

Certificate of Exemption . The Clerk had circulated with the agenda the completed Certificate of Exemption of the Annual Return. It was moved, seconded and **RESOLVED** that the Annual Governance Statement be approved. The Chairman and Clerk signed and dated Certificate of Exemption at the meeting.

Accounting Statements. The Clerk had circulated with the agenda the completed Accounting Statement section 2 of the Annual Return. It was moved, seconded and **RESOLVED** that the Accounting Statements be approved. The Chairman and Clerk signed Section 2 at the meeting

f. **Proposals for Expenditure.** Internal Auditors Invoice. It was moved seconded and **RESOLVED** to pay the Auditors invoice of £95.00

8) Planning Applications & decisions - None.

9) Highways & Byways.

The Chairman commented that she was pleased that the county had resurfaced the road at the bottom of Swinesherd roundabout by the traffic lights.

10) Training, meetings and seminars

The Clerk reminded Members of the Data Protection Seminar to be held at County Hall on Wednesday 23 May at 7pm.

11) **Police Report - For Information.** None.

12) Reports by Councillors, and Items for Future Agendas.

Parish Magazine: Cllr Brooker said he would write the reports for the Parish magazine.

WPC staffing Committee. None.

Worcestershire CALC: None.

Whittington School: No reports were presented, Cllr Bayliss said he would contact the school for an update on when/if the school would become an academy.

Whittington Village Hall: Cllr Brooker referred to his report that had been circulated with the agenda. Cllr Brooker would like Mr Richards to step down as Chairman of the VHMC as he was no longer a resident in the Parish, Cllr Brooker added that the VH should be a community project and should have more community input into the future of the VH and stated that an outsider should not be in control. Cllr Macleod added that Mr Richards was also a Trustee of the VH and noted that the Treasurer was not a parishioner. Cllr Macleod would like a conversation with the VHMC, she also reported that she had spoken to the Chairman and Vice Chairman of VHMC and requested on behalf of WPC a copy of the minutes of the meeting. Cllr Brooker added that the community had no idea of what the plan/future was for the VH e.g. refurbishment or rebuild or extension. It was agreed that another community consultation needed to be done as the parish had doubled since that last consultation. It was agreed that the minutes of the VHMC should be made public. It was generally agreed that more communication was needed between VHMC & WPC. It was expected that the VHMC would present a report for the annual parish meeting in May. VHMC representative(s) would be invited to the Council meeting in July.

Vice Chairman Malcolm Macleod and Richard Timney from Community First Rural Council. Herefordshire and Worcestershire. stronger rural community Village hall advisor has had helped with 340 Village halls with governance, fund raising, etc. In WPC audit there was a recommendation to do a financial Risk assessment, Mr Timney said he would help and Calc would offer advice, he recommended that VHMC submit minutes and accounts on a regular, meeting of VHMC are not public, request a report from VHMC to see quotes, contracts etc to ensure that the risk are assessed. Governance and Constitution was changed to enable WPC to nominate new management committee. WPC and VHMC need a copy. Cllr Brooker would request a copy from previous committee. Mr Timney added that we should refer to the Governance and Constitution as WPC does not have any say in who is Chairman of VHMC. Mr Macleod added that he would welcome further community engagement in the village halls future and would welcome the communities input. The Chairman thanked Mr Timney and Mr Macleod for their report.

Safer Neighbourhood/traffic: None.

Whittington Church: None.

Brethren Church: David Ball gave an update on the Brethren Church.

Allotments: Cllr Wolseley Charles, reported that she had been in touch with the National allotment association for advice on allotment sheds, she had circulated a picture of a shed that would be suitable. The Clerk reminded Members that there were 3 proposal for the allotments **1)** keep 1 allotment free for tenants to store their own sheds and compost etc, **2)** a communal shed for tenants to share **3)** each allotment have individual sheds. Following discussion it was thought that sheds should be responsibility of the tenants to look after. It was agreed that Cllr Wolesely -Charles and Cllr Bayliss would write up a proposal/recommendation on shed(s) to discuss at the next meeting. Cllr Wolesely-Charles reported that the allotment paths need to be weeded and the unattended plots were started to grow weeds. Cllrs Bayliss and Cllr Wolesey-Charles will Manure the empty allotments, it was moved, seconded and **RESOLVED** that they would purchase manure for the empty allotments. Clerk to engage a gardener to weed the paths and the verge on the allotments.

13) Allotments. see above

14) Correspondence & Council Consultation. None.

15) IT - Facebook & Communication None.

16) Enhancement None.

17) Date of Next Meeting.

The Annual Parish Meeting will be held on 29th May 2018 at Whittington Village Hall at 7pm.

The next Ordinary Meeting of the Council will be Tuesday 10th July 2018 at Whittington Village Hall.

There being no further business, the meeting closed at 10.05pm.

Councillor S Macleod
Chairman

Chq No	Details	Precept	Support Grant	Grants	N'bourhood Dev Plan	Lengthsman Scheme Grant	Interest Bond AC
Whittington Parish Council							
Bank Reconciliation							
as at 31 March 2018							
Balance as per Statement	31.03.17					Current a/c	£27,311.85
Balance as per Statement	31.03.17					Deposit a/c	£3,635.44
Balance as per Statement	31.03.17	Balance Trf to Current A/c				Money Market A/c	
Total							£30,947.29
Plus Receipts							
		April 2017-March 2018					£16,135.71
Deposit a/c		Interest					£9.82
Money Manager a/c		Interest					
Total Receipts							£47,092.82
Less Payments							
		April 2017-March 2018					£7,283.20
						Balance	£39,809.62
Balance as per Statement	31.03.18					Current a/c	£18,164.24
Balance as per Statement	31.03.18					Deposit a/c	£21,645.38
Balance as per Statement	31.03.18	Balance Trf to Current A/c				Money Market A/c	
							£39,809.62

	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	
1	Whittington Parish Council Payments																				
2	2017-2018																				
3																					
4	Date	Minute Ref	Details	Wages	Lengthsman Payments	Admin	Insurance	Enhancement	property & equipment	Grants	Training Cilca	Chairmans Allowance	Churchyard	Charity Donations	Speed Sign	Contingency/ Other	Reserves Village Hall	Reserves Other	VAT	Gross	
5																					
6	07.04.17	1	S Gwilliam March Work		132.00															0.00	
7	28.04.17		Wages	202.64																	132.00
8	28.04.17		HMRC	50.6																	202.64
9	07.05.17	2	S Gwilliam April Work		139.50																50.60
10	07.05.17	3	Calc Membership			402.26														71.33	473.59
11	14.05.17	4	Annual Meeting Refreshments			39.43															39.43
12	14.05.17	4	Enhancement					31.23													6.25
13	14.05.17	4	Stationery				3.96														0.79
14	14.05.17	5	Mr Bradley - Audit			95															95.00
15	14.05.17		Trafer Funds																		0.00
16	30.05.17		Wages	202.64																	202.64
17	30.05.17		HMRC	50.6																	50.60
18	30.05.17	6	S Gwilliam May		132																132.00
19	24.06.17		Wages	202.64																	202.64
20	24.06.17		HMRC	50.6																	50.60
21	24.06.17	7	Nicolas Hancox														300.00			60.00	360.00
22	04.07.17	8	S Gwilliam June		176.00																176.00
23	04.07.17	9	Whittington Life - A Guy			29.99															29.99
24	18.07.17	10	C Chambers			2.08		36.78													38.86
25	18.07.17	11	ICO C Chambers			35.00															35.00
26	24.07.17		Wages	202.64																	202.64
27	24.07.17		HMRC	50.60																	50.60
28	07.08.17	12	S Gwilliam July		139.50																139.50
29	29.08.17		Wages	202.64																	202.64
30	29.08.17		HMRC	50.60																	50.60
31	04.09.17		S Gwilliam August		176.00																176.00
32	24.09.17		Calc training								25.00									5.00	30.00
33	24.09.17		S Gwilliam Sept		139.50																139.50
34	24.09.17		C Chambers	202.64																	202.64
35	24.09.17		HMRC	61																	60.60
36	27.09.17		Came & Company Insurance				297.69														297.69
37	29.10.17		Calc training								25.00									5.00	30.00
38	29.10.17		HMRC	50.60																	50.60
39	29.10.17		C Chambers	202.64																	202.64
40	12.11.17	16	S Gwilliam October		220.00																220.00
41	20.11.17	17	Modem Router C Chambers						54.16											10.83	64.99
42	20.11.17	18	Enhancement C Chambers					24.85												4.97	29.82
43	24.11.17		C Chambers	202.64																	202.64
44	24.11.17		HMRC	50.60																	50.60
45	03.12.17	19	S Gwilliam November		132.00																132.00
46	03.12.17	20	Worcestershire CC - Signage-Swinesherd						497.40											99.48	596.88

	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	
4	Date	Minute Ref	Details	Wages	Lengthsman Payments	Admin	Insurance	Enhancement	property & equipment	Grants	Training Cilca	Chairmans Allowance	Churchyard	Charity Donations	Speed Sign	Contingency/ Other	Reserves Village Hall	Reserves Other	VAT	Gross	
47	03.12.17	21	Whittington Church Grant			150.00														150.00	
48	28.12.17		HMRC	50.60																50.60	
49	28.12.17		C Chambers	202.44																202.44	
50	28.12.17	22	S Gwilliam December		132.00															132.00	
51	26.01.18		C Chambers	202.64																202.64	
52	26.01.18		HMRC	50.60																50.60	
53	24.02.18		C Chambers	202.64																202.64	
54	18.03.18		C Chambers					41.81											10.45	52.26	
55	18.03.18		C Chambers			3.10													0.8	3.90	
56	18.03.18		Home Allowance			134.00														134.00	
57	24.03.18		C Chambers	413.02																413.02	
58	24.03.18		HMRC	103.20																103.20	
59																				0.00	
60																				0.00	
61																				0.00	
62																				0.00	
63																				0.00	
64																				0.00	
65																				0.00	
66																				0.00	
67																				0.00	
68																				0.00	
69																				0.00	
70																				0.00	
71																				0.00	
72																				0.00	
73																				0.00	
74	Date	Details	Wages	Lengthsman Payments	Admin	Insurance	Enhancement	property & equipment	Grants	Training Cilca	Chairmans Allowance	Churchyard	Charity Donations	Speed Sign	Contingency/ Other	Reserves Village Hall	Reserves Other	VAT	Gross		
75	Budget	12877	3040.00	1800.00	1250.00	300.00	1000.00	200.00	500.00	200.00	100.00	150.00	50.00	300.00	1087.00	2400.00	500.00				
76																					
77	Total Payments Made to Date		3261.06	1518.50	890.86	301.65	134.67	551.56	0	50	0	0	0	0	0	300	0	274.9	7283.20		
78	Balance Left		-221.06	281.50	359.14	-1.65	865.33	-351.56	500.00	150.00	100.00	150.00	50.00	300.00	1087.00	2100.00	500.00	-274.90	-7283.20		
79																					
80	Notes																			Total Payments for Yr End 2018	7283.20

**Whittington Parish Council Receipts
2017-2018**

Date	Chq No	Details	Precept	Support Grant	Grants	N'bourhood Dev Plan	Lengthsman Scheme Grant	Interest Bond AC	Interest Money Manager A/c	New Homes Bonus	Misc	VAT	Gross	Vat	Net
27.04.15		Precept	4949.50										4949.50		
27.04.17		Support Grant		191.50									191.50		
14.05.17		Transfer of Money Manager Ac											0.00		
31.05.17		Interest						0.46					0.46		
30.06.17		Worcestershire CC					261.00						261.00		
30.06.17		Interest						0.71					0.71		
11.07.17		Worcestershire CC					277.20						277.20		
20.07.17		HMRC VAT Refund										347.19	347.19		
31.07.18		Interest						0.74					0.74		
02.08.17		Worcestershire CC					184.80						184.80		
23.08.17		Worcestershire CC					146.10						146.10		
31.08.17		Interest						0.74					0.74		
26.09.17		Worcestershire CC					184.80						184.80		
28.09.17		Precept	4947.50										4947.50		
28.09.17		Support Grant		191.50									191.50		
30.09.17		Interest						0.71					0.71		
30.09.17		Interest						0.71					0.71		
31.10.17		Interest						0.74					0.74		
01.11.17		Worcestershire CC					146.10						146.10		
05.12.17		Worcestershire CC					231.00						231.00		
31.12.17		Interest						1.27					1.27		
31.01.18		Interest						1.29					1.29		
28.02.18		Interest						1.16					1.16		
27.02.18		Worcestershire CC					276.00						276.00		
19.03.18		Bloor Homes			1732.00								1732.00		
23.03.18		Nalc			1939.70								1939.70		
23.03.18	14	Allotment				60.00							60.00		
30.03.18	2	Allotment				60.00							60.00		
31.03.18		Interest						1.29					1.29		

Date	Chq No	Details	Precept	Support Grant	Grants	N'bourhood Dev Plan	Lengthsman Scheme	Interest	Money Manager A/c	New Homes	Misc	VAT	Gross	Vat	Net
Budget	12877		9897	383			1815	60		722					
Totals Received to Date			9897	383.00	3671.70	120	1707.00	0	0.00	0	0	347.19	16135.71		16125.89
Balance Left			0	0.00		-120	108.00	60.00		722.00					
		Bank Rec Figures						9.82	0.00		18000.00		16145.53		16135.71

Annual Return Figures

		2016/17		2017/18	
balance b/f	Box 1	30,698.92		30,947.29	
precept	Box 2	6,968.00		9,897.00	
receipts	Box 3	2,864.90	40,531.82	6,248.53	47,092.82
wages	Box 4	2,824.71		3,261.06	
payments	Box 6	6,759.82	9,584.53	4,022.14	7,283.20
recon amount	Box 7	30,947.29		39809.62	

Whittington Parish Council

Assest Register as at 31 March 2018

Assets - Whittington Parish Council holds the following assets:-

	Freehold of Whittington Village Hall as Trustees, notional value only	1.00
	Copy of Parish entry in the Domesday Book valued at approx cost	300.00
	Dog mess bins	500.00
	Notice Boards	761
	Disposed 2015/2016	0.00
	Litter bins	550.00
2008/09	Aqua sacs	770.00
2008/09	Storage facility	160.00
	DFS	2650.00
	External Hard Drive	60.00
2013/14	Filing Cabinet	50.78
2015/15	Laptop computer	299.17
2014/15	Street Sign	129.50
2014/15	Dictaphone	41.66
2014/15	Printer	83.33
2015/16	Notice Board	1055.00
2015/16	DFS Batteries	240.00
2015/16	Flower Troughs	310.00
2017/18	Allotments	1.00
	Total Value of Assets	<u>7,201.44</u>

Internal Audit Report

Whittington Parish Council

Final Internal Audit 2017/18

Introduction

An interim audit has been carried out to provide an assurance that the Council maintains:

- Proper accounting records
- Sound systems of internal control

In providing this assurance I have referred to the Guidance on Internal Audit as detailed in the Governance & Accountability for Local Councils (practitioner's guide 2010) & used a detailed model test schedule which has been reviewed against the list of suggested controls supplied with my original letter of appointment.

Opinion

I have carried an interim internal audit and examined some of the financial and other records and carried out compliance testing to confirm that:

- Financial records have been correctly maintained
- The overall system of internal control is adequate

Recommendations included in the Action Plan, if implemented, will improve the overall system of control. From testing carried out and, with the opinion reached, I have been able to complete Section 4 of the Annual Return for the year ended 31st March 2018.

The bank balance is agreed at £39809.62.

I would like to thank Carol Chambers for her assistance during the audit.

G Bradley CMIIA
Appointed Internal Auditor
6th May 2018

Test Schedule

Control	Compliance	Areas for improvement	Recommendation
Financial Regulations are: <ul style="list-style-type: none"> • Adopted • Observed • Reviewed 	Yes	None	
Financial records are: <ul style="list-style-type: none"> • Correctly maintained • Regularly balanced • Independently reviewed 	Yes	None	
Bank reconciliations are: <ul style="list-style-type: none"> • Regularly carried out • Subject to independent review 	Yes	None	
Payments are: <ul style="list-style-type: none"> • Independently reviewed and authorised 	Yes	Annual payments are made to the Information Commissioner. The payment is made personally by the Clerk & then reclaimed by way of expenses. It would be more practical if this payment were made by direct debit.	R1
The accounts are: <ul style="list-style-type: none"> • Correctly prepared • Consistent with the cash book 	Yes	None	
VAT is: <ul style="list-style-type: none"> • Correctly recorded • Promptly reclaimed 	Partial	VAT (£577.58) has not been claimed for the year 2016/17 & the claim for 2017/18 (£274.90) has yet to be claimed	R2

S137 expenditure is correctly identified and within statutory limits	Yes	None	
Risks are: <ul style="list-style-type: none"> • Identified • Recorded • Reviewed • Adequately insured 	Partial	It is likely that the Council will benefit from s106 funding and as a result may embark on significant projects e.g. village hall refurbishment. Prior to the commencement of this project it would be good practice to carry out a risk assessment. This will help to determine what risks such projects could pose to the council and to consider appropriate controls to put in place. Whilst it is accepted that any project may be externally managed the council must still ensure that it remains in control and that Financial Regulations and good practice are observed to maintain transparency in the process.	R3
Budget preparation & monitoring is effective	Yes	None	
The precept is approved and, payment received	Yes	None	
Expected income is received and fees and charges are reviewed	Yes	None	

Salaries are correctly paid & PAYE deductions made	Yes	It is noted that the council agreed that the Clerk be paid in lieu of holidays for the year 2017/18. The payment was made as part of March 2018 salary. If this arrangement is to be made permanent, then consideration should be given to; 1) making monthly payments 2) Confirming that the calculation is based upon .1622 Full Time Equivalent (i.e. 6/37hrs)	R4
Assets are: • Identified • Recorded • Reviewed & revalued	Yes	None	
Council minutes are: • Sequentially numbered • Formally signed	Yes	None	
Health & Safety procedures are in place and subject to review	Not examined	None	

Action Plan

	Weakness	Recommendation	Responsible Officer	Implementation date
R1	Payments made by the RFO & reclaimed via expenses	It would be good practice for regular or frequent payments to be paid by direct debit	Members of the Council & Responsible Finance Officer (RFO)	By 30 th September 2018
R2	VAT claims are outstanding	The VAT claims for 2016/17 & for 2017/18 should be submitted to the HMRC without delay	RFO	By 30 th June 2018
R3	Potential for the Council to lose control of s106 projects	Prior to the commencement of this project, it would be good practice to carry out a risk assessment. This will help to determine what risks the project could pose to the council and, to consider appropriate controls to put in place to mitigate such risks	Members of the Council & Responsible Finance Officer (RFO)	By 30 th September 2018
R4	Payments made in lieu of holidays	Consideration be given to making monthly payments to the Clerk. Confirm that the calculation used for this purpose is based upon .1622 FTE (full time equivalent)	Members of the Council & Responsible Finance Officer (RFO)	By the 30 th June 2018