

**DRAFT Minutes of the**

**Meeting of the Beaworthy Parish Council**

Held on Thursday 5th Sept 2019 at 7.30pm at Beaworthy House, Beaworthy.

1. **Present**, Cllr Rendell (Chair), Cllr Sanders (Vice Chair), Cllr Coleman (RFO), Cllr Wonnacott, Cllr Holloway, A Braidwood (Clerk), Cllr Southcott (WDBC), Cllr C Mott (WDBC)
2. **Chairman's welcome.**
3. **Public Forum** (items for next meeting) One member of public attended, no comments
4. **Apologies** - Cllr Balsdon.
5. **Declarations** of interest in items on the agenda - Cllr Sanders member of the Beaworthy PCC – regards to planning application **Ref 1935/19/TPO**
6. **Minutes of the previous meeting** held on **1<sup>st</sup> August 2019** were approved as a true record and signed by the chair.
7. **Matters arising** - Nil
8. **7<sup>th</sup> Councillor** – This was deferred until the following meeting. Prior to the next meeting Cllr Sanders was to forward an application form to the interested person. The clerk was to contact WDBC Electoral specialist with regards to the process of advertising, if required, prior to co-option.
9. **Planning** – Cllr Sanders updated the council that the work for **Ref 1935/19/TPO** has been completed. No new applications had been received.
10. **Clerks report** – Including correspondence and any other item which has been brought up to the attention of the clerk, which is not on the agenda
  - The draft Standing Orders were unanimously approved. Proposed by Cllr Coleman and seconded by VJ Holloway
  - Approval of Financial regulations was deferred to the next meeting.
  - The draft Health and Safety Policy was unanimously approved. Proposed by Cllr Sanders and seconded by Cllr Wonnacott
  - Clerk had contacted the Information Commissioners Office as the Parish Council are required to pay a Data Protection Fee. The application had been received and an annual payment of £40 was required with effect from the application date of 23 August 2019.
  - The clerk reported that some documents had been removed from the shared notice board. Cllr Sanders advised that the church was to have a new notice board and the Parish Council could adopt the current one which would also need to be maintained. This was agreed by the Council.

## 11. Finances

- a) The clerk reported that the Annual Governance and Accountability Return 2018/2019 was complete, and the exemption certificate had been received by the external auditors.
- b) Budget review is below.

<b>Budget review 05 Sep 2019</b>					
<b>FY 2018/19</b>			<b>FY 2019/20</b>		
<b>Actual</b>			<b>Forecast</b>		
<b>Income</b>			<b>Income</b>		
	Precept	£ 1,294.00		Precept April 2019	£ 939.00
				grant	£ 36.00
					ceases this year
				Precept September 2019	£ 939.00
	<b>Total</b>	<b>£ 1,294.00</b>		<b>Total</b>	<b>£ 1,914.00</b>
<b>Expenses</b>			<b>Expenses</b>		
	Clerk Salary	£ 800.00		Clerk Salary	£ 1,250.00
	DALC	£ 56.26		DALC	£ 70.00
	Insurance	£ 160.65		Insurance	£ 160.65
	Church	£ 150.00		Church	£ 150.00
	Chapel	£ 150.00		Chapel	£ 150.00
	Website	£ 81.30		Website	£ 84.49
					£70.41 + £14.08 tax
				Training	£ 100.00
				Stationary	£ 50.00
				Audit fine	£ 48.00
					£40 +VAT
				L Hill invoice	£ 50.00
				Data Protection Fee	£ 35.00
					Nil Vat
	<b>Total</b>	<b>£ 1,398.21</b>		<b>Total</b>	<b>£ 2,148.14</b>
					-£ 234.14

### Notes:

This current forecast shows expenditure will exceed income in FY2019/2020 by £234.14

At the end of FY 2018/19 the current account balance was £1765.70

With all income and expenses as above the closing balance for FY19/20 will be £1531.56

- c) The payments schedule below was proposed by Cllr Wonnacott and seconded by Cllr Holloway. It was unanimously approved.

Item	Max amount approved	Date of Payment
Clerk Salary*1	£ 1,250.00	
DALC – membership	£ 70.00	Upon receipt of invoice
Community First Trading - Insurance	£ 160.65	For immediate payment
Beaworthy Church – Donation for Maintenance	£ 150.00	For immediate payment
Madworthy Chapel - Donation for maintenance	£ 150.00	For immediate payment
Go Daddy - Website*2	£ 100.00	9 Sept 2019
PKF Littlejohn - Audit fine *3	£ 40.00 plus VAT	Payment on receipt of invoice/receipt
L Hill – Previous clerk Final invoice	£ 50.00	For immediate payment
Data Protection Fee	£ 40.00	DD Mandate to be completed

\*1 Clerk salary will be split into 2 payments in arrears of £500 in Nov 2019 and £750 in May 2020.

\*2 –Clerk will pay for this via credit card on 9<sup>th</sup> September on the account and submit an expense to the council with invoice/receipt from Go Daddy

- d) Bank reconciliation was to be completed on new accounting software. Deferred to next meeting.
- e) A response to Council Tax support grant was decided and the clerk was to forward the comments that “the withdrawal of the support grant was disappointing and that it would have a disproportionate effect on our small parish”
- f) The Data protection fee attracted a £5 discount if paid by direct debit, clerk was to raise DD mandate and Cllr Sanders and Cllr Coleman to sign.

12. **West Devon borough Councillors report/update.** Cllr Mott gave reminders of upcoming Planning training and Governance training.

13. **Items for the agenda for next meeting** – Highway issues: it was agreed that Cllr Holloway would report Madworthy road subsidence on the pothole reporting system and the clerk would report a new field opening that has been made near a local crossroads.

14. **Date of next meeting – 10<sup>th</sup> October 2019 at 1930 hours at Beaworthy House.**

15. **Meeting closed** at 2115 hours.