

# Beaworthy Parish Council

MIN0042021

Minutes of the Annual meeting of the Beaworthy Parish Council held at 1930 hours on Thursday 6<sup>th</sup> May 2021 on Zoom.

**Councillors present:** Cllr Rendell. (Chairman), Cllr Sanders (Vice Chairman) Cllr Coleman, Cllr Wonnacott, Cllr Johnstone

**Also present:** A. Braidwood (Clerk), Cllr Mott (WDBC)

**1. Chairman welcomed all present.**

**2. Election of Chairman.**

2.1 It was proposed by Cllr Sanders, seconded by Cllr Johnstone and unanimously **RESOLVED** to elect Cllr Rendell as Chairman for the forthcoming year.

2.2. The Chairman signed the Acceptance of Office Form. Clerk was to keep on file.

**3. Election of Vice Chairman –** It was proposed by Cllr Wonnacott, seconded by Cllr Coleman an unanimously **RESOLVED** to elect Cllr Sanders as Vice Chairman.

**4. Apologies for absence.** Received from Cllr Balsdon and approved.

**5. Public Forum –** No members of the public spoke.

**6. Declarations of Interest in items on the agenda –** Nil

**7. Minutes of the previous meeting.** It was **RESOLVED** that the minutes of the meeting held on the **25<sup>th</sup> March 2021** were a true record and will be signed by the Chairman.

**8. The following Councillors were nominated as representatives** (to investigate, research and report to full council) **for the following roles:**

8.1 Northern Links – Cllr Sanders

8.2 Police and Crime Commissioner Advocate – Cllr Coleman

8.3 Highways – Cllr Sanders

8.4 Village Hall – Cllr Rendell

**9. Clerk's report –** Noted, **Annex A.**

**10. Planning - 1013/21/FUL -** Replacement of existing agricultural building, Trew Farm, EX21 5AT. – It was unanimously **RESOLVED** to support the application as there were no material objections. Clerk to submit response.

**11. Councillor reports –**

11.1 **Highways update –** DCC highways have a new contact. An update on all proposed works for Beaworthy would be obtained. The pot holes at Black Hill had been fixed. The cones at Madworthy ditch had been reported and a photo submitted as they are now all in the ditch. Awaiting a response from DCC Highways.

**12. WDBC update –** May update would distributed soon.

**13. Co-option –** One application had been received and nominated. It was proposed by Cllr Rendell, seconded by Cllr Johnstone and unanimously **RESOLVED** to co-opt Sandra Higgins as a member of the Council. Clerk was to arrange signature of Declaration of Acceptance and deliver new councillor pack.

Actions

BR/Clerk

Clerk

BR/Clerk

Clerk

IS/Clerk

Clerk

- |  |                  |
|--|------------------|
| <p>14. <b>Meetings</b> – It was <b>RESOLVED</b> that meetings would take place on the 3<sup>rd</sup> Thursday of each month where possible and dates placed on the website.</p>                        | <b>Clerk</b>     |
| <p>15. Finances:</p>   |                  |
| <p>15.1 The RFO presented the Finance report, budget overview and bank reconciliation to 31<sup>st</sup> March 21. <b>Annex B.</b></p>   |                  |
| <p>15.2 It was unanimously <b>RESOLVED</b> to approve the annual payments schedule with one amendment. The amount estimated for use of the village hall would be increased to £250. <b>Annex C</b></p> | <b>Clerk</b>     |
| <p>15.3 The internal auditor had not yet completed the audit therefore it was agreed to defer item 15.3 to the next meeting if it had been received.</p>   | <b>Clerk</b>     |
| <p>16. <b>Policies</b> – It was proposed by Cllr Sanders, seconded by Cllr Coleman and unanimously <b>RESOLVED</b> to accept the policies below. Clerk to update the website.</p>                      | <b>Clerk</b>     |
| <p>16.1 <b>Review of Financial Risk Assessment</b></p>   |                  |
| <p>16.2 <b>Review of Financial Regulations</b></p>   |                  |
| <p>16.3 <b>Draft Asset Register Policy</b></p>   |                  |
| <p>The public were excluded at <b>2029 hours</b>. The Council <b>RESOLVED</b> to agree to continue the meeting in <b>confidential session</b>, Cllr Mott was invited to stay for the discussion.</p>   |                  |
| <p>17. <b>Enforcement update.</b></p>  | <b>As agreed</b> |
| <p>The confidential session closed at <b>2040 hours</b>.</p>   |                  |
| <p>18. <b>Items for the agenda for next meeting</b> – Nil</p>  |                  |
| <p>19. <b>Date of next meeting</b> – 24 June 2021 – Clerk to confirm venue and requirements.</p>   | <b>Clerk</b>     |
| <p>20. <b>Meeting closed at:</b> 2043 hours.</p>   |                  |

Signed .....

Dated.....

## **Annex A - Clerk Report for 6th May 2021**

### **Finance**

Unfortunately the internal audit and report had not yet been completed. The Annual return cannot be approved until this has been done and received.

### **Website**

Continue to update as required.

### **Councillor Vacancy – Beaworthy East**

One application had been received and distributed to Councillors.

### **Highways**

DCC Highways had received a photo and update on the cones at Madworthy ditch. They are now all in the ditch and it was back to being a safety risk. I was advised someone would be sent out to check and make safe again.

### **Resolutions**

All resolutions from 24<sup>th</sup> March 2021 meeting have been completed and nothing outstanding.

### **Face to face meetings**

With effect from 7<sup>th</sup> May there is no legislation to allow face to face meetings. I will confirm dates and venue once I have spoken to the village hall committee.

### **Planning**

No decisions received.

### **Correspondence**

An email had been received from a resident today and will be distributed to Councillors

## Annex B - Finance Reports 31 Mar 2021

	Receipts and Payments account		
<b>Year 2019-20</b>	<b>Receipts</b>		<b>Year 2020-21</b>
£ 1,878.00	Precept		£ 3,610.00
£ 36.00	Grant		£ 100.00
£ -	VAT Refund		£ 120.02
£ -	miscellaneous - compensation		£ 150.00
<b>£ 1,914.00</b>	<b>Total receipts</b>		<b>£ 3,980.02</b>
<b>Year 2019/20</b>	<b>Payments</b>		<b>Year 2020-21</b>
<b>Net</b>			<b>Net</b>
£ 1,245.96	Clerk Salary		£ 1,928.18
	Clerk expenses		£ 16.68
£ -	Election recharge		£ 63.22
£ -	General grants paid		£ 300.00
£ 300.00	Grass cutting donations		£ 300.00
£ 160.65	Insurance		£ 152.62
£ 40.00	Audit		£ -
£ 49.94	Subscriptions		£ 96.81
£ 40.00	training		£ 54.60
£ 70.41	Website		£ 100.02
£ 35.00	Information Commissioners Office		£ 35.00
£ -	nat west compensation transfer		£ 50.00
£ 37.71	VAT paid		£ 37.43
<b>£ 1,979.67</b>	<b>Total</b>		<b>£ 3,134.56</b>

		<b>Funds Held</b>	
<b>Year 2019-20</b>		<b>Year 2020-21</b>	
	Nat West Current Account Balance 1 Apr 2020	£	1,700.03
	Total receipts	£	3,980.02
	Total Payments	£	3,134.56
	Total balance in cash book	£	2,545.49
	Nat West Bank balance at 31 Mar 2021	£	2,845.49
	unpresented cheques	£	300.00
	unpresented credit	£	-
	Nat west closing balance 31 Mar 2021	£	2,545.49
	<b>Total Holdings</b>		
		<b>Reserves</b>	
<b>Yr 2019-20</b>		<b>Year 2020-21</b>	
	3 Months running costs	£	-
£	700.00 election expenses	£	636.78
£	- general contingency funds	£	601.68
£	- asset replacement fund	£	134.00
£	700.00 Total	£	1,372.46
		<b>Assets</b>	
<b>Yr 2019-20</b>		<b>Year 2020-21</b>	
		£	-
£	- Notice Board - Beaworthy Church Entrance	£	-
£	- Notice Board Parish Hall entrance	£	-
£	350.00 HP Laptop	£	350.00
£	100.00 Epsom XP-432 Printer	£	100.00
£	450.00 Total Asset Value	£	450.00
		<b>Borrowings</b>	
<b>Yr 2019-20</b>		<b>Year 2020-21</b>	
£	- The Parish Council does not have any borrowings	£	-
		<b>Grants</b>	
<b>Yr 2019-20</b>		<b>Year 2020-21</b>	
£	8.12 S137 - Allowance per elector	£	8.32
£	300.00 Grants available for year to community	£	300.00
£	- <b>Spent</b>	£	300.00
Section 137 of the LGA 1972 enables Parish Councils to spend up to the allocated amount per elector for the benefit of people in the area on activities or projects not specifically authorised by other powers. This is still subject to terms. This is subject to grant money available.			
Grants in line with the Parish councils grant policy are shown in Payments section			

## 2020-21 Budget overview

	Forecast		Actual	Under/overspend
Bank Balance as at 31/03/2020	£ 1,700.03			
Other Income - VAT Refund	£ -		£ 120.02	
Precept April 2020	£ 1,805.00		£ 1,805.00	
Localities grant	£ -		£ 100.00	
Precept Sept 2020	£ 1,805.00		£ 1,805.00	
Compensation from Nat West			£ 150.00	
<b>TOTAL</b>	<b>£ 3,610.00</b>		<b>£ 3,980.02</b>	<b>£ 370.02</b>
<b>vat</b>			<b>£ 37.43</b>	
Clerk Salary	£ 1,876.16		£ 1,928.18	-£ 52.02
Admin and training	100		£ 71.28	£ 28.72
SLCC annual membership	0		£ 46.80	-£ 46.80
DALC	£ 70.00		£ 50.01	£ 19.99
Insurance	£ 170.00		£ 152.62	£ 17.38
Church	£ 150.00		£ 150.00	£ -
Chapel	£ 150.00		£ 150.00	£ -
Website	£ 90.00		£ 100.02	-£ 10.02
Grants	£ -		£ 300.00	-£ 300.00
Natwest return compensation to sourton	£ -		£ 50.00	-£ 50.00
Office equipment/stationery	£ 50.00		£ -	£ 50.00
Uncontested elections fee	£ 63.22		£ 63.22	£ -
Data Protection Fee ICO	£ 35.00		£ 35.00	£ -
village hall booking	£ 120.00		£ -	£ 120.00
<b>TOTAL</b>	<b>£ 2,874.38</b>		<b>£ 3,134.56</b>	<b>£ 147.27</b>
office equip replacement fund	£ 134.00		134	to reserves
reserves contingency	£ 601.68		£ 601.68	to reserves
	£ 3,610.06		£ 3,870.24	
Bank balance at 31/03/2021	£ 2,435.65		£ 2,545.49	see next sheet for reserve

Totals to Date								
<b>Receipts</b>								
Total	Precept	Grant	Bank Interest	VAT Refund	Misc	Column2	Column3	
3,980.02	3,610.00	100.00	-	120.02	150.00	-	-	
<b>Payments</b>								
Total	Clerk's Salary	Grants and Donations	Admin and training	Office Costs	Insurance	Asset Maintenance	Election Costs	VAT
3,134.56	1,928.18	600.00	71.28	281.83	152.62	-	63.22	37.43
<b>Bank Summary Cashbook</b>								
			<b>Current A/C</b>					
Balance at	31/03/20			1,700.03				
Receipts				3,980.02				
Payments				3,134.56				
Balance at				<u>2,545.49</u>				
<b>Bank Reconciliation</b>								
			<b>Current A/C</b>					
Balance per statement 31 March 2021				2,845.49				
<b>Outstanding cheques</b>	<b>Chq No</b>	<b>Amount</b>						
	352	300.00						
Total Outstanding cheques				<u>(300.00)</u>				
				<u>2,545.49</u>				
Difference				-				

### Annex C – Annual Payments Schedule

Item	Max amount to be approved	Date of Payment
<b>Clerk Salary</b>	£ 1,977.00 pa	Monthly payments based on a nominal 4 hours per week by SO small increase calculated for pay increase.
<b>DALC – membership</b>	£ 55.23	Annual subscription due in April 2021 – payment on receipt of invoice – invoice received
<b>Community First Trading - Insurance</b>	£ 160.65	Annual payment due May 2021 – Payment on receipt of invoice
<b>Beaworthy Church – Donation for Grass Cutting</b>	£ 150.00	Usually paid in May -
<b>Madworthy Chapel - Donation for Grass Cutting</b>	£ 150.00	Usually paid in May -
<b>Go Daddy - Website</b>	£ 100.00	Annual payment due in September – to be paid by clerk on credit card and reimbursed on production of receipt
<b>Village Hall booking</b>	£ <del>120.00</del> 250.00	Cost estimated – max amount budgeted was £120.00 in category. Payment on receipt of invoice
<b>SLCC Membership</b>	£47	To be agreed upon renewal Aug 2021
<b>Data Protection Fee</b>	£ 35.00	DD debit has been set up. Due to be taken October 2021
<b>Election Fees WDBC</b>	£63.22	Date to be confirmed