

Kettleshulme Parish Council

2016

Minutes of the Ordinary Meeting, at the Memorial Hall, Kettleshulme Monday 23rd May 2016 at 7.30pm

Councillors in attendance: Jo Butler (JB), Ian Pulley (IP), Rachel Blood (RB), Victoria Coward (VC), Grant Summers (GS), Ros Siddall (RS), Sara Geary (SG)

Acting Parish Clerk: Victoria

1.	Election of a Chairman for 2016/2017 RB & IP nominated Cllr Jo Butler to continue the position	
Resolved	That Cllr Jo Butler was elected to continue in the position of Chairman of Kettleshulme Parish Council for 2016/2017 6 votes FOR	
2.	Election of a Vice-Chairman for 2016/2017 GS & SG nominated Cllr Ian Pulley to continue in the position of Vice-Chairman	
Resolved	That Cllr Ian Pulley was elected to continue in the position as Vice-Chairman of Kettleshulme Parish Council for 2016/2017 6 votes FOR	
3.	Declarations of Acceptance of Office for Chairman and Vice-Chairman The Declarations from the previous year stand.	
4.	Apologies for Absence Howard Murray CEC Jos Saunders CEC	
5.	Declarations of Interest None received.	
6.	To Confirm the Chairman's Allowance for 2016/2017 IP proposed the Chairman's Allowance remain at £250	
Resolved	That the Chairman's Allowance was set at £250 for 2016/2017 7 votes FOR	
7.	To consider adopting the General Power of Competence Localism Act 2011 sections 1-8 This is currently not applicable – but worth considering with a new Clerk.	
8.	Review of Standing Orders and Financial Regulations Having reviewed the documents it was felt reasonably that they remain the same until the next review in 2017	
Resolved	That the Standing Orders, Financial Regulations and Code of Conduct were all adopted as present, these would be reviewed again in May 2017	

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	7 votes FOR	
9.	Review of existing Committee, Sub- Committees and Working Parties including terms of reference and any delegated authority The existing Working Parties will remain the same, consisting of: I. Facilities & Infrastructure – IP, SG & GS II. Community Events – JB, RB, RS, VC	
10.	Consideration of any new Committee, Sub-Committees and Working Parties including terms of reference and any delegated authority RB reported that the organisers of Kettleshulme Village Fete would like to become a Working Party of the Parish Council, RB would be able to report to the Council on their behalf. Resolved That the Kettleshulme Village Fete Organisers will become a Working Party of the Parish Council 7 votes FOR JB proposed that the entertainment aspect of the annual pensioners Christmas party now comes under the remit of the Community Events Working Party and further talks will be held with David Mowl regarding the Kettleshulme Entertainment Trust regarding the ongoing funding and organisation. Resolved That the entertainment aspect of the Annual Pensioners Christmas Party would now be organised by the Community Events Working Party 7 votes FOR	
11.	Receive nominations and make nominations to any Committee, Sub-Committee or Working Party No nominations were made.	
12.	Set dates and times of council meetings for 2016/2017 Resolved That the council would meet every third Monday of the Month at 19:30pm at the Village Hall. There would be no meeting in August or December.	
13.	To confirm authorised signatories for Parish council bank accounts Resolved That the Bank Signatories would remain as per the previous year. Cllr J Butler Cllr I Pulley Cllr R Siddall Cllr S Geary 7 votes FOR	
14.	To note any correspondence received The Clerk provided a list of correspondence received. Noted This included:	

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- 2 x CEC Highways Complaint receipt notifications
- 2 x Road Closure notifications for Macclesfield
- 2 x CEH – Traffic Management Report
- 1 x CEH response to the Parking on Pavements issue raised by Jon Timothy – this will be forwarded by the Clerk to Jon Timothy
- John Wainwright emailed information relating to the Queens 90th Birthday celebrations hosted by the Community Events Working Party.
- PCC of Whaley Bridge acknowledging the contact information change regarding Kettleshulme Hall Hire Advert
- There is a 2 bed bungalow empty in Paddock Close if anyone is interested – the notice will go up on the parish Council noticeboard

VC

VC

1. RS has received and completed Section 1 of the Annual Return

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

Kettleshulme Parish Council

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

Point 14.1 REFERENCE
dated 23/5/2016

Signed by:

Chair

dated

Signed by:

Clerk

dated

Signed by: J. Barker

dated 23/05/16

Signed by: H. H. H.

dated 23-5-16

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

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Resolved

That Section 1 of the Annual Return 2015/2016 was agreed

7 votes FOR

2. RS has received and completed Section 2 of the Annual Return

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

Kettleshulme Parish Council

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	15940	7681	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	7500	10000	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5352	18600	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2958	2072	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	18153	23568	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	7681	10641	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	7681	10641	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	395637	395637	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

[Signature] REQUIRED

Date 23/5/16

I confirm that these accounting statements were approved by this smaller authority on this date:

23/5/16

and recorded as minute reference:

Point 14.2

Signed by Chair of the meeting approving these accounting statements.

[Signature] REQUIRED

Date 23/05/16

Resolved

That Section 2 of the Annual Return 2015/2016 was agreed

7 votes FOR

Noted

The dates that Electors can access the Council accounts and finance documentation will be posted on the Parish Noticeboard. The dates are 3rd June to 14th July. Immediately following this, the Council will send the Annual Return

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	and supporting documentation as set out in the letter from the External Auditor to BDO.	
3.	Public Forum No members of the Public were present	
4. Resolved	To agree as a true record the minutes of the Ordinary Meeting of the Parish Council held on Monday 18th April 2016 That the minutes of the Ordinary Meeting of the Parish Council held on Monday 18th April 2016 were agreed as a true record. 7 votes FOR	
5.	To Consider Planning Applications None	
6. Noted	To receive a report from the Working Parties a) Facilities & Infrastructure <ul style="list-style-type: none"> • There are now 20mph speed limit signs either side of the school • SG mentioned that Gwen Wild would like Wilds Walk and the Tarmac path around the field to be cleaned – SG has spoken to the Council Grass Cutter and he will look into it. • It should be noted that it is important to encourage as many individuals in the village to issue complaints to the council regarding the ongoing highways issues. b) Community Events JB said a meeting will be taking place on the 31 st May to discuss the Queens 90 th Birthday Celebration Afternoon Tea	
7. Noted	Clerk to Parish Council Vacancy An advert will be placed locally Closing Date: Friday 10 th June Interviews: Wednesday 15 th June	VC
8. Noted	Caretaker Vacancy This item will be removed until a later requirement. Lois Smallwood (Cleaner) should report any maintenance issues she finds. IP will produce a list of current maintenance issues that need addressing.	
9.	Proposal for Cascade Training in the use of defibrillators – IP IP has provided posters for the Noticeboard and it has been deemed a good idea to advertise the cascade training at the Parish Councils Stand at the Village Fete	

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10.	<p>Hall Bookings</p> <p>RB reports that overall bookings seem to be fairly steady</p> <p>Cheshire East Council need to be contacted regarding the invoice address for the elections booking.</p> <p>Jack Howell will be contacted regarding the A-Level results party to arrange a meeting with IP prior to the event.</p> <p>A report to compare Hall bookings 2015/2016 with 2014/2015 would be worth producing to determine whether hall lettings are up or down on last year.</p>	<p>RB</p> <p>VC</p> <p>RS</p>																																	
11.	<p>Parish Council Website/Social Media</p> <p>The website is still getting excellent feedback and along with the social media we are reaching a lot of people, however it has been noted that we need to remember that no everyone is online.</p> <p>Arial Photos of the Village may be available for the website from Neil Cobbs Drone</p>	VC																																	
12.	<p>Memorial Hall Key Register</p> <p>This is currently an ongoing issue.</p>																																		
13.	<p>Finances</p> <p>a. Cheques to be authorised by the Council</p> <p>That the following cheques and payments be authorised:</p> <p>Cheques</p> <table> <tr> <td>2037</td><td>Lois Smallwood – Cleaning + Expenses</td><td>50.00</td></tr> <tr> <td>2038</td><td>ASP Windows</td><td>70.00</td></tr> <tr> <td></td><td>Inv # 20294 £52.50</td><td></td></tr> <tr> <td></td><td>Inv # 20892 £17.50</td><td></td></tr> <tr> <td>2039</td><td>Cheshire West & Chester Council - CRTA</td><td>510.00</td></tr> <tr> <td>2040</td><td>Jeff Wild - Landscaping</td><td>70.00</td></tr> <tr> <td>2041</td><td>Haydon Critchlow</td><td>170.00</td></tr> <tr> <td>2042</td><td>I Pulley – Tool Station</td><td></td></tr> <tr> <td></td><td>B&Q</td><td>18.22</td></tr> <tr> <td>2043</td><td>The PCC of Whaley Bridge</td><td>70.00</td></tr> </table> <p>Direct Debits</p> <table> <tr> <td>21/05/16</td><td>Opus gas</td><td>60.56</td></tr> </table>	2037	Lois Smallwood – Cleaning + Expenses	50.00	2038	ASP Windows	70.00		Inv # 20294 £52.50			Inv # 20892 £17.50		2039	Cheshire West & Chester Council - CRTA	510.00	2040	Jeff Wild - Landscaping	70.00	2041	Haydon Critchlow	170.00	2042	I Pulley – Tool Station			B&Q	18.22	2043	The PCC of Whaley Bridge	70.00	21/05/16	Opus gas	60.56	
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	21/05/16 Opus elec	124.40	
	b. Income Received		
	G E Chopping - Party	30.00	
	P & RE Swindell – Christening	150.00	
	Whaley Bridge Band	90.00	
	c. Bank Statements		
	Current a/c as at 31 April 2016	£14,406.52	
	Reserve a/c as at 31 April 2016	£84.39	
	Renovation a/c as at 31 April 2016	£2,137.24	
Resolved	7 votes FOR		
	IP proposed the Council put £7000 from the Current Account into the Renovations Account to fund future Maintenance and renovations		
Resolved	That £7000 from the Current Account be transferred to the Renovations account for future works.		
	7 votes FOR		
14.	Items for future meetings		
	‘Fete Working Party’ to be added to the Report from Working Party section of the Agenda		
	Hall Repair & Maintenance to be added to the Agenda		
15.	Items for information		
	<ul style="list-style-type: none"> The PTA Summer Lunch has been postponed until further notice 		
16.	Date & Time of Next Meeting		
	Monday 20 th June 2016		

The meeting concluded at 9.45pm.