

**Minutes of the Annual General Meeting, at the Memorial Hall, Kettleshulme
Monday 19th May at 7.30pm**

Councillors in attendance: Clive Greenwood (CG), Jo Butler (JB), Victoria Greenwood (VG), Bill McQuinn (BM), Ian Pulley (IP), Tony Sheldon (TS)

Parish Clerk: Paul Harris

1.	Election of a Chairman for 2014/2015 Cllr Clive Greenwood was elected Chairman of Kettleshulme Parish Council for 2014 – 2015	
2.	Election of a Vice-Chairman for 2014/2015 Cllr Jo Butler was elected Vice-Chairman of Kettleshulme Parish Council for 2014 – 2015	
3.	Declarations of Acceptance of Office Cllr Clive Greenwood signed the Declaration to accept office as Chairman for 2014 – 2015	
4.	Apologies for Absence Apologies for absence were received from Cllr Cheryl Greenwood (KPC), Cllr Howard Murray (CEC) and Cllr Jo Saunders (CEC)	
5.	Declarations of Interest None received	
6.	To confirm the Chairman's Allowance for 2014/2015 Resolved That the Chairman's Allowance remains at £250 for the year. Noted The Chairman requested that this remain in the Council's Bank Account until such time it was required.	
7.	Review of Standing Orders The review of Standing Orders was discussed. It was agreed that Standing Orders would undergo a full review later in the year and would be put into electronic format. Resolved That the current financial thresholds be maintained until the review had been conducted.	
8.	Review of existing Committee and Sub-Committees including terms of reference and any delegated authority	

	<p>Councillors discussed their needs for the coming year. The existing arrangements were for one sub-committee of the Council; this was Highways and Maintenance Sub-Committee. This met quarterly and reported to the Council, it had no delegated authority.</p> <p>Setting up a Finance Committee had been discussed previously; however it was felt by Councillors that finance matters should continue to be discussed as part of the Ordinary Meeting of the Council.</p> <p>It was also noted that an Entertainment Group also meets. This was not a Committee of the Council but a Working Party operating as a separate body.</p> <p>Resolved That the existing Highways and Maintenance Sub-Committee continue with terms of reference to discuss Highways and Village Maintenance issues related to the village of Kettleshulme.</p> <p>That Finance would remain part of the Ordinary Meeting of the Council.</p> <p>That Kettleshulme Parish Council would continue its association with the Entertainment Group.</p>	
9.	<p>Consideration of any new Committee and Sub-Committees including terms of reference and any delegated authority</p> <p>It was agreed no further structures were required at this time.</p>	
10.	<p>Receive nominations and make nominations to any Committee or Sub-Committee</p> <p>Resolved That the following be members of the Highways and Maintenance Sub-Committee – Cllr Bill McQuinn (Chair), Cllr Clive Greenwood, Cllr T Sheldon, Cllr I Pulley; also to co-opt Mr Alan Boothby and Mr Keith Wild.</p>	
11.	<p>Set dates and times of Council meetings for 2014/2015</p> <p>Resolved That the Ordinary Meeting of the Council usually takes place every 3rd Monday of the month except in July or December where no meeting would usually occur.</p> <p>That the Highways and Maintenance Sub-Committee meet quarterly</p>	

12.	To confirm authorised signatories for Parish Council bank accounts	
Resolved	That Cllr J Butler, Cllr Cheryl Greenwood, Cllr I Pulley and Cllr T Sheldon be authorised signatories for 2014/2015 with any two signing cheques	
13.	Public Forum No members of the public were in attendance	
14.	To note any correspondence received	
Noted	Notice of the European Election CPRE Annual Report 2013/2014 Cheshire Community Action parish council membership form Opus notice of increased network charges	
15.	To agree as a true record the minutes of the Ordinary Meeting of the Parish Council held on Tuesday 15th April 2014	
Resolved	That the minutes of the Ordinary Meeting of the Parish Council held on Tuesday 15th April 2014 be agreed as a true record	
16.	To Consider Planning Applications Received None received	
17.	To Note Hall Lettings Councillors noted the following Hall bookings: Pilates classes – Monday 28 th April, 12 th and 19 th May; and Thursday 24 th April, 1 st , 15 th and 29 th May Concern was expressed that lettings were down so far for 2014	
18.	To discuss Health & safety / risk assessment items	
a.	<u>Defibrillator</u> It was reported that the funding situation had altered and Kettleshulme Parish Council application to the British Heart Foundation has to go to a different committee. This would cause delays. The positioning of the Defibrillator was discussed once funding was resolved it could be instated at the front of the Memorial Hall with a light over it.	
b.	<u>First aid course</u>	

c.	<p>Once the Defibrillator was installed the training could be organised.</p> <p><u>Other Items</u></p> <p>No other items of concern were raised.</p>	
<p>19. a.</p> <p>(i)</p> <p>(ii)</p> <p>(iii)</p> <p>(iv)</p> <p>b.</p>	<p>To approve sub-committee recommendations <u>Highways and Maintenance</u> It was noted that this had not met but was due to meet soon.</p> <p><u>Street Lighting</u> None raised</p> <p><u>Highways and Village Maintenance</u> Road cracking on B5470 Macclesfield Road was mentioned as was the broken kerb on Paddock Road. It was reported that Cheshire East Council was aware of both of these issues. The road sign on the corner of Mudhurst Lane was still lying at the side of the road.</p> <p><u>Hall Maintenance</u> None raised.</p> <p><u>Hall and Village Enhancements</u> This item was no longer needed.</p> <p><u>Entertainment</u> It was noted that a good amount of funds had been raised from recent events. The “Wingin’ It” event was a great success with 80 people attending. The next big events were in October – Old Herbaceous and the Beer Keller in November.</p>	
<p>20.</p> <p>a.</p> <p>b.</p> <p>c.</p>	<p>To receive and consider quotations for Village Hall Maintenance.</p> <p><u>Installation of a triple fan in the kitchen</u> This would be considered once a further quotation had been received for kitchen units.</p> <p><u>Installation of kitchen units</u> It was agreed that Cllr McQuinn would look into further quotations.</p> <p><u>Installation of double glazed windows and doors in the Village Hall</u> This was discussed, it would be arranged for Councillors to see examples of the units; the Council would be looking to carry out the work in July – August time.</p>	<p>BM</p> <p>BM</p> <p>BM</p>

	<p><u>Access to Broadband at the Village Hall</u> It was agreed this item was no longer needed due to the prohibitive costs as the Hall fell into the commercial bracket rather than domestic. To be reviewed at a later date.</p>																																																	
21.	<p>To receive a report from the Village Hall Enhancement Working Party</p> <p>a. <u>Progress in drafting an application to WREN</u> It was reported that the draft application would be available for circulation before the next meeting. Submission would be for the end of July and the Panel would meet in October to consider our application.</p>	CG																																																
22.	<p>To agree the amended Hall booking forms</p> <p>Hall booking forms had been circulated prior to the meeting.</p> <p>Resolved That the amended Hall booking forms be approved.</p>																																																	
23.	<p>Finance</p> <p>a. <u>Cheques to be authorised by the Council</u></p> <p>Resolved That the following cheques be authorised for payment:</p> <p><u>List of cheques for payment – 19 May 2014</u></p> <table> <tr> <td>1879</td> <td>P Harris – Clerk Salary</td> <td>£100.00</td> </tr> <tr> <td>1880</td> <td>P Harris – Expenses Stamps and Printing</td> <td>£8.85</td> </tr> <tr> <td>1881</td> <td>Costco – Renewal</td> <td>£24.00</td> </tr> <tr> <td>1882</td> <td>C Greenwood – Costco expenses</td> <td>£23.38</td> </tr> <tr> <td>1883</td> <td>A Boothby – replacement bulb</td> <td>£5.00</td> </tr> <tr> <td>1884</td> <td>M Moss – Cleaning</td> <td>£74.05</td> </tr> <tr> <td>1885</td> <td>JDH Business Services Ltd – Internal Audit</td> <td>£145.80</td> </tr> <tr> <td>1886</td> <td>A Boothby – Caretaker</td> <td>£40.00</td> </tr> <tr> <td colspan="2">Total</td> <td>£421.08</td> </tr> </table> <p>Noted</p> <p>Direct Debits</p> <table> <tr> <td>21.05.2014</td> <td>Opus Energy – Gas</td> <td>£177.52</td> </tr> <tr> <td>24.05.2014</td> <td>Opus Energy – Electricity</td> <td>£31.79</td> </tr> </table> <p>Income Received</p> <table> <tr> <td>15.04.2014</td> <td>Whaley Bridge Band</td> <td>£45.00</td> </tr> <tr> <td>15.04.2014</td> <td>Kettleshulme Church</td> <td>£15.00</td> </tr> <tr> <td>17.05.2014</td> <td>P Burgess</td> <td>£75.00</td> </tr> <tr> <td>17.05.2014</td> <td>Whaley Bridge Band</td> <td>£90.00</td> </tr> <tr> <td colspan="2">Total</td> <td>£225.00</td> </tr> </table>	1879	P Harris – Clerk Salary	£100.00	1880	P Harris – Expenses Stamps and Printing	£8.85	1881	Costco – Renewal	£24.00	1882	C Greenwood – Costco expenses	£23.38	1883	A Boothby – replacement bulb	£5.00	1884	M Moss – Cleaning	£74.05	1885	JDH Business Services Ltd – Internal Audit	£145.80	1886	A Boothby – Caretaker	£40.00	Total		£421.08	21.05.2014	Opus Energy – Gas	£177.52	24.05.2014	Opus Energy – Electricity	£31.79	15.04.2014	Whaley Bridge Band	£45.00	15.04.2014	Kettleshulme Church	£15.00	17.05.2014	P Burgess	£75.00	17.05.2014	Whaley Bridge Band	£90.00	Total		£225.00	
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<p>b.</p> <p>Resolved</p>	<p><u>No Bank Statement received so last bank reconciliation was noted as follows:</u></p> <p><u>Bank Reconciliation 2013/2014</u></p> <p>As at 31 March 2014</p> <p><u>Cash Book</u></p> <table border="1"> <tr> <td>Opening Balance</td> <td>15276.95</td> </tr> <tr> <td>Receipts</td> <td>12266.70</td> </tr> <tr> <td>Payments</td> <td>11603.68</td> </tr> <tr> <td>Closing Balance</td> <td>15939.97</td> </tr> </table> <p><u>Bank Accounts</u></p> <table border="1"> <tr> <td>Current Account</td> <td>3738.46</td> </tr> <tr> <td>Renovation Account</td> <td>12217.24</td> </tr> <tr> <td>Reserve Account</td> <td>84.27</td> </tr> <tr> <td>Add un-recorded Credits</td> <td>0.00</td> </tr> <tr> <td>Less un-presented Cheques</td> <td>100.00</td> </tr> <tr> <td>Closing Balance</td> <td>15939.97</td> </tr> </table> <p><u>To discuss and agree Hall Charges for 2014/15</u> An amended document had been circulated prior to the meeting.</p> <p>That the Hall Charges for 2014/15 be approved for use.</p>	Opening Balance	15276.95	Receipts	12266.70	Payments	11603.68	Closing Balance	15939.97	Current Account	3738.46	Renovation Account	12217.24	Reserve Account	84.27	Add un-recorded Credits	0.00	Less un-presented Cheques	100.00	Closing Balance	15939.97	
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<p>24.</p> <p>Noted</p>	<p>To receive any feedback from the Internal Audit, consider any changes necessary to the Annual Return and outline next steps on the Annual Return for the Financial Year ending 31 March 2014</p> <p>The Council noted the report from the Internal Auditor.</p> <p>The Internal Auditor raised two points:</p> <ol style="list-style-type: none"> 1. Fixed assets should be amended for 13/14 to show the same balance as 12/13. 2. Payroll agency costs should be excluded from staff costs <p>Following discussion the Council felt that valuation of the Hall should be in line with the insurance valuation; the point raised in the internal audit report should therefore be referred to the External Auditor.</p> <p>The second point regarding the placement of payroll agency costs under administrative costs was accepted.</p>																					
<p>25.</p>	<p>To consider progress in producing a Kettlethulme Community Resilience Plan</p>																					

	Ongoing Refer to next Council Meeting	CG & BM
26.	To discuss the production of a village newsletter – consider timings and content for the next newsletter Ongoing – still expected that the newsletter will be ready for sending out in June. It will be emailed out and posted on the website.	VG
27.	To consider the need for a Gardener role in the village Councillors considered the need for a Gardener, Cllr Clive Greenwood circulated a brief for the role. Some quotations would be obtained for the next meeting. Concern was expressed that the grass would be very long by the next meeting. Resolved That an interim payment of £20 be agreed to have the lawn cut before the next meeting	CG
28.	Items for future meetings None raised.	
29.	Items for information None received.	
30.	Date and time of the next meeting This would be Monday 23 rd June 2014 at 7.30pm	

The meeting concluded at 8:45pm