

Whessoe Parish Council

MINUTES of the Meeting of Whessoe Parish Council (WPC) held at Whessoe Parish Hall on Monday 3rd September 2018, at 7.00 pm

Present: Councillor S Goldfinch (Chair) Councillor S Dawson
 Councillor F Minay Councillor T Musson
 Borough Councillor G Lee
 Parish Clerk – Mr W Goldfinch

Absent: Borough Councillors G Cartwright, P Cruddas, M Knowles and D Lyonette

MINUTE NO.	ITEM	ACTION
3011	<u>Apologies for Absence</u> Borough Councillor P Crudass.	
3012	<u>Declarations of Interest</u> There were no Declarations of Interest.	
3013	<u>Minutes of Whessoe Parish Council (WPC) Meeting – 23rd July 2018</u> The Minutes of the WPC Meeting held on the 23 rd July were presented. The Parish Council RESOLVED that the Minutes of the WPC Meeting held on the 23 rd July 2018 be approved and signed.	
3014	<u>Update on action points</u> 2995. Apologies for Absence: The clerk had written to Borough Councillors apologising for not inviting them to the last meeting. Other outstanding actions: All other actions are covered in agenda items below.	
3015	<u>Parish Councillor Vacancies:</u> Vacancy: Following the resignation of Councillor McNab the Parish Council arranged for the vacant post to be advertised through Darlington Borough Council. The date for applications ended on 3 rd September and WPC is awaiting the result. Lack of Interest: The continuing lack of interest was discussed. Councillor Lee suggested that WPC might consider running an open day. Parish Councillors would consider options and discuss at the next meeting.	Clerk

Signed.....

Date.....

Chair of the Parish Council

3016	<p><u>Financial Statement 2018-19 (as at 21.8.18)</u></p> <p>The Clerk presented the Financial Statement up to 21st August 2018. Income totalled £24,203.90 and expenditure totalled £3,485.24 giving a balance at 30th June 2018 of 20,718.66.</p> <p>The balance includes receipt of the 18-19 Precept (£5,427). The items of expenditure over £100 were the Clerk's salary, gas charges, Insurance, subscription to Durham Association of Local Councils, stationery and the cost of the fixed wiring test.</p> <p>The Parish Council RESOLVED to note the financial statement.</p>	
3017	<p><u>Budget Statement 2018-19 (as at 21.8.18)</u></p> <p>The Clerk presented the Budget Statement 2018-19 as at 21st August 2018. This showed forecast income of £27,242 and forecast expenditure of £11,306 giving a forecast year end surplus of £15,936.</p> <p>Insurance, Auditing and Rates are now separated on the statement as requested at the last meeting.</p> <p>Since the last meeting, there is an increase in the surplus due to a block booking of 7 hours a week from Anvesaka Yoga and this has offset the loss of the Sukona Karate Class.</p> <p>The forecast position would be up-dated as the financial year progresses.</p> <p>The Parish Council RESOLVED to agree changes to the Budget Statement.</p>	
3018	<p><u>Bank Reconciliation 2018-19 (as at 21.8.18)</u></p> <p>The bank reconciliation statement was circulated to the Chair and Vice-Chair, who validated it with the on-line statement.</p> <p>It was noted that there was an error of £1 in the Clerk's accompanying e-mail but this made no difference to the validation.</p> <p>WPC felt they should adopt a quarterly internal audit of receipts and payments to further assure financial propriety. Councillor Musson volunteered to do this and report back to the next meeting.</p>	TM
3019	<p><u>Planning Applications</u></p> <ul style="list-style-type: none"> • WPC noted that the Berrymead Farm application was approved subject to a section 106 agreement. • The application at 31 Beaumont Hill had been approved subject to a section 106 agreement. 	

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	<ul style="list-style-type: none"> • A further application at 31 Beaumont Hill for an extension to the main house was being considered by Darlington Borough Council. WPC did not have any objections to the proposal. <p>WPC felt there was merit in approaching the developer at Berrymead Farm to see whether they would consider helping with improvements to the hall. SG agreed to take this forward with Darlington Borough Council copying correspondence to Councillor Lee.</p>	SG
3020	<p><u>General Data Protection Act (GDPA)</u></p> <p>WPC noted that the Chair and Clerk had undertaken a review of all the paperwork held at the Parish Hall and on computer and had rationalised the amount of paper held in line with the draft Records Management, Retention and Disposal Policy.</p> <p>The draft policy had been circulated and a revised draft was presented.</p> <p>The Parish Council RESOLVED to approve the policy.</p> <p>The Clerk will update the action log for meeting the requirements of the GDPA and will circulate it for discussion at the next meeting.</p>	Clerk
3021	<p><u>Correspondence</u></p> <p>The Parish Council had previously agreed to discontinue the correspondence log in favour of the protocol for correspondence contained in the paper "Protocol for WPC working together".</p> <p>The Clerk had circulated two summaries of e-mail correspondence to Councillors and there had been no hard copy correspondence to report.</p>	
3022	<p><u>Council Matters</u></p> <p>Standing Order Amendments: Carried over to the next meeting.</p> <p>Change of name: WPC agreed to investigate changing the name of the Council to more adequately reflect the community. The Clerk will take this forward with other Councils that have undertaken a similar change and with Linda Todd at Darlington Borough Council.</p> <p>Councillors would consider a suitable name and discuss at the next meeting.</p> <p>Protocol for Working Together: Comments on the document were raised and Councillor Goldfinch will amend and recirculate for approval.</p>	<p>Clerk</p> <p>Clerk</p> <p>All</p> <p>SG</p>

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3023	<p><u>Risk Registers</u></p> <p>Risk Management Policy & Plan: Councillor Goldfinch will amend this document in light of comments and suggested additions (fire risk and security of the building) and bring back to the next meeting for approval.</p> <p>Fire Risk Assessment: Councillors agree to take this document away and provide comments by 17th September for the Clerk to produce a revised version for approval at the next meeting.</p> <p>Councillor Musson agreed to carry out and record the emergency lighting tests.</p> <p>Councillor Goldfinch will review and revise the Hall Booking forms in light of the risk assessments and bring to the next meeting.</p> <p>Health and Safety Risk Assessments: Councillors will review the draft and provide comments by 3rd November.</p>	<p>SG</p> <p>ALL</p> <p>TM</p> <p>SG</p> <p>All</p>
3024	<p><u>Forward and Backward Look</u></p> <p>Feedback from meetings</p> <ul style="list-style-type: none"> • Councillor Minay gave a resume of the Councillor Training session she attended. She has passed copies of the slides to the other Councillors. She will take forward an action to see what is involved in The Local Council Award Scheme and report to WPC. <p>The Chair and Clerk will draft a letter in response to one from the Darlington Association of Parish Councils and Parish Meetings. They have raised the question of whether this Association should continue and if so in what format.</p> <p>Future Events</p> <p>The Parish Council RESOLVED to note the spreadsheet setting out upcoming events and training.</p>	<p>FM</p> <p>Chair/ Clerk</p>
3024	<p><u>Marketing and Social Media</u></p> <p>Newsletter: All Councillors will submit items for inclusion in the newsletter to Councillor Goldfinch by 7th September.</p> <p>The Clerk has identified the cost of printing a newsletter as £50+ depending on style and quantity. For less than £12 (for ink cartridges) this could be done in house. WPC agreed to reimburse the Clerk for the ink cartridges.</p> <p>Councillor Profiles: The Clerk will draft a standard template and share this with Councillors.</p>	<p>All</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

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	<p>Social Media Guidance: There is a proposal to formally issue guidance on the use of social media by Councillors and staff employed in Councils. WPC will need to consider whether to adopt this and the Clerk will circulate the document for discussion at the next meeting.</p>	
3025	<p><u>Whessoe Parish Hall</u></p> <p>Separation of hall management from Parish Council: The Parish Council RESOLVED to separate the management of the hall from the business of the Parish Council from April 2019. Initial investigations will be made by the Clerk into how this can be achieved and what costs may be involved.</p> <p>Maintenance Programme: A draft of the maintenance and improvement plans was circulated to Councillors. They would review and provide comments to the Clerk by 30th September 2018.</p> <p>Key Holding Policy: A draft of the Policy was circulated to Councillors. They would review and provide comments to the Clerk by 30th September 2018.</p> <p>Contracts:</p> <ul style="list-style-type: none"> • Copies of all current contracts will be held at the Hall in a contracts file. • Broadband: WPC approved the use of PlusNet as the supplier of broadband. However, on placing the order it was found that the speed would be inadequate to run the Hive system. The Parish Council decided that the additional cost of installing a fibre link would not only meet this requirement but also make the use of the hall attractive to other users. Revised quotations had been received and PlusNet was still considered the best option. The Parish Council RESOLVED to take up a contract with PlusNet. • Gas Supply: The existing Gas contract ended on 23 July and the supplier has put us on a variable contract at almost the same level, which can be cancelled with 30 days notice. The previous Clerk had obtained a number of quotes but these have lapsed. The Clerk will obtain more quotes and circulate a summary for Parish Council approval. • Hall Lighting Improvement Scheme: WPC had received a quotation for the supply and installation of LED lighting throughout the Parish Hall. Councillor Musson had obtained another quote for the supply of the lights which matched the original but was not cheaper. The Parish Council RESOLVED to take up the supply and installation of new LED lighting with LED supply and Fit. • Grounds maintenance: The hedges are due for trimming this month. Councillor Goldfinch will discuss with the contractor our specific requirements for this. • Cleaning: The Parish Council RESOLVED to increase the cleaning of the Hall to twice weekly to ensure the facilities are clean and tidy for the additional classes that have been booked recently. Councillor Goldfinch would speak to the contractor about potential holiday 	<p>Clerk</p> <p>ALL</p> <p>ALL</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>SG</p> <p>SG</p>

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	<p>cover and the level of cleaning that will be required.</p> <p>Hall Booking Schedule:</p> <ul style="list-style-type: none"> • The Clerk had met with Dianne White Dance and Kellen Dance and resolved outstanding issues, checked the keys they hold and asked for feedback. • The Clerk is due to meet with Dulcie Morgan’s Dance Class and the Embroidery class during September. • Anvesaka Yoga has taken a seven hour a week block booking for two months. There are two instructors and each has a basic set of keys (door grills and front door). • Sukona Karate has given notice to withdraw their class from a Tuesday night due to lack of support. The Clerk will get their keys back. <p>The Parish Council RESOLVED to note the up-date.</p>	<p>Clerk</p> <p>Clerk</p>
<p>3026</p>	<p><u>Date and Time of Next Meeting</u></p> <p>Dates for meetings during 2018-19 were agreed as follows:</p> <p>Meetings of Whessoe Parish Council: Budget & Precept Setting Meeting – Monday 19th November 2018 – 7.00 pm Parish Council Meeting – Monday, 28th January 2019 – 7.00 pm Parish Council Meeting – Monday, 25th March 2019 – 7.00 pm Annual Meeting – Monday, 20th May 2019 – 7.00 pm</p> <p>Annual Parish Meeting: Annual Parish Meeting – Monday, 20th May 2019 – 6.30 pm to 7.00 pm</p> <p>The Parish Council RESOLVED that the Parish Council will meet on the above dates during 2018-19.</p> <p>The next meeting will be the Whessoe Parish Council Meeting to be held on Monday, 19th November 2018 at 7.00 pm in the Meeting Room at Whessoe Parish Hall.</p>	

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