



Middleton St George Parish Council

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www.middleton-st-george.org.uk

Minutes of the Annual Parish Council Meeting held on Monday 21st May, 2018 in the WI Hall, Neasham Road, Middleton St. George

Present: Councillor Mrs. C. Gilsenan (Acting Chairman),
Councillor Mrs. M. Beadle,
Councillor S. Crowther,
Councillor L. Foggett,
Councillor A. Blacklee,
Alan Macnab, Clerk.

In attendance: 6 members of the public.

The meeting started at 6.30 p.m.

474. Acting Chairman's Welcome

The Acting Chairman welcomed Parish Councillors and members of the public to the meeting

475. Apologies for Absence

Apologies for absence were received from Councillor M. Robertson because of holiday commitments and Councillor N. Embleton because of work commitments.

476. Declarations of Interests

Councillor Foggett declared an interest in minute number 482 in his capacity as Secretary of the Middleton St. George Allotments Association.

477. Acting Chairman's Annual Report

The Acting Chairman gave her annual report. A copy of the report is given in Appendix 1 to these minutes.

478. Election of Chairman and Vice Chairman of the Parish Council

Councillor Crowther proposed and Councillor Foggett seconded that Councillor Mrs. C. Gilsenan be elected as Chairman of the Parish Council for 2018-19. No other nominations were received. The Annual Parish Council Meeting **agreed** that Councillor Mrs. C. Gilsenan be elected as Chairman of the Parish Council for 2018-19. Councillor Mrs. Gilsenan signed the declaration of acceptance of office.

Councillor Blacklee proposed and Councillor Mrs. M. Beadle seconded that Councillor S. Crowther be elected as Vice Chairman of the Parish council for 2018-19. No other nominations were received. The Annual Parish

Chairman's Signature..... Date.....

Council Meeting **agreed** that Councillor S. Crowther be elected as Vice Chairman of the Parish Council for 2018-19.

479. Consideration of Annual Reports from Committees

The Chairs of the following committees submitted their annual reports.

Finance Committee. A copy of the report is given in Appendix 2 to these minutes.

Planning Committee. A copy of the report is given in Appendix 3 to these minutes.

Policies and Procedures Committee. A copy of the report is given in Appendix 4 to these minutes.

480. Changes to Parish Council and Committee Meetings

Councillor Crowther proposed that changes be made to Parish Council and Committee meetings to avoid issues being considered at the committee level and again at the Parish Council meeting. He proposed that there should be two Full Parish Council meetings each month – one for Planning and one for Finance and associated matters relating to Parks and Grounds and Policy and Procedures. This would result in meetings being quorate. The Terms of Reference for the existing Committees should be kept in abeyance.

Following a discussion the Annual Parish Council Meeting **agreed** that:

- a. There will be two Full Parish Council Meetings each month – one for Planning and one for Finance and Associated Matters.
- b. The terms of reference of the Committees be held in abeyance.

481. Appointments to Outside Bodies.

The Annual Parish Council Meeting **agreed** the following appointments to outside bodies:

County Durham Association of Local Councils	- The Chairman of the Parish Council.
Darlington Association of Parish Councils	- The Chairman of the Parish Council and Clerk.
Durham Tees Valley Airport Consultative Committee	- Councillor M. Robertson.
Friends of The Whinnies	- Councillor Mrs. M. Beadle.
CPRE	- The Chairman of the Parish Council and Councillor Mrs. M Beadle.

482. Parish Councillor Responsibilities

The Annual Parish Council Meeting **agreed** the following Parish Councillor responsibilities:

Speed Monitoring	- Vice Chairman of the Parish Council.
Northumbria in Bloom	- Councillor Mrs. M. Beadle.
Allotments	- Councillor A. Blacklee.
Health and Safety	- Vice Chairman of the Parish Council and Councillor M. Robertson.

Chairman's Signature..... **Date**.....

Parish Council Auditors - Councillor L. Foggett and Councillor A. Blacklee.
Clerk's Appraisal - The Chairman and Vice Chairman of the Parish Council.

483. Review of Standing Orders and Financial Regulations.

The Chairman reported that the Standing Orders had recently been updated which had been agreed by the Parish Council on the 14th May, 2018. The Financial Regulations were reviewed by the Finance Committee on the 8th January, 2018 and a report made to the Parish Council on the 15th January, 2018.

484. Review of Signatories to Payment Statements, Cheques and Credit Card.

The Clerk reported that payment statements and cheques were signed by the Chairman of the Parish Council, the Chair of the Finance Committee and himself. All expenditure on Barclaycard was approved by the Chair of the Finance Committee before the expenditure was incurred and the Clerk signed for the expenditure.

The Annual Parish Council Meeting **agreed** that the signatories for payment statements and cheques be the Chairman of the Parish Council, Councillor Mrs. Beadle and the Clerk and all expenditure be authorised by Councillor Mrs. Beadle before it is incurred.

485. Review of Salaries

The Clerk reported that the following staff payments were made each month:

Clerk - £ 699.60(Gross) LC Scale 1. £11.66 per hour. £559.80 (Net).

Litter Picker - £532.44 (Net). Based on the Minimum Wage of £7.83.

Cleaner - £70.00.

The Annual Parish Council Meeting **agreed** to note the salaries report.

486. Review of the Assets Register

The Clerk reported that the new Assets Register was approved by the Parish Council on the 12th February, 2018 but there was a need to include the piece of land in front of The Devonport at Middleton One Row which the Parish Council owned in the Assets Register.

487. Insurance Cover

The Clerk reported that the Parish Council agreed at its meeting held on the 14th May, 2018 to the payment of £1,216.61 for employer's liability and public liability insurance for 2018-19.

488. Annual Governance and Accountability Return (AGAR) for the year ended 31st March, 2018.

The Clerk reported that the Parish Council was legally required to submit its Annual Governance and Accountability Return (AGAR) for the 2017-18 financial year. The return was circulated with the papers for the Annual Parish Council Meeting and consisted of:

Chairman's Signature..... Date.....

- a. The Annual Internal Audit Report for 2017-18 which was completed on the 28th April, 2018. The completed Internal Auditor’s statement was enclosed.
- b. Section 1. The Annual Governance Statement. The Annual Governance Statement must be agreed at the Annual Parish Council Meeting. The Clerk stated that the Parish Council at its meeting on the 14th May, 2018 had received his report which demonstrated how the Parish Council was complying with the Annual Governance Statement. The Clerk then read out the following statements in the Annual Governance Statement.

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
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 authority to conduct its business or manage its finances.
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.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from 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 authority and, where appropriate, have included them in the accounting statements.

The Annual Parish Council agreed that the answers to all eight statements was yes. The Chairman of the Parish Council and Clerk signed and dated the Annual Governance Statement. The minute number and the Parish Council’s website was inserted.

- c. Section 2. The Accounting Statements for 2017-18 which consisted of:

	Year Ending 31 March 2017	Year ending 31 March 2018
1. Balances brought forward	£91,992	£79,077
2. (+) Precept or Rates and Levies	£41,659	£45,182
3. (+) Total other receipts	£23,766	£15,045

Chairman’s Signature..... **Date**.....

	Year Ending 31 March 2017	Year ending 31 March 2018
4. (-) Staff costs	£13,547	£15,355
5.(-)Loan interest/capital repayments	Nil	Nil
6. (-) All other payments	£64,793	£36,785
7. (=) Balances carried forward	£79,077	£87,164
8. Total value of cash and short term investments	£79,077	£87,164
9. Total fixed assets plus long term investments and assets	£179,825	£183,143
10. Total borrowings	Nil	Nil

The Annual Parish Council Meeting **agreed** the Accounting Statements for 2017-18. The Chairman of the Parish Council signed and dated the Accounting Statements and the minute approving the Statement was inserted.

The Clerk reported that the Annual Governance and Accountability Statement for 2017-18 would be sent to the external auditor, Mazars, as soon as possible.

489. Notice of appointment of date for the exercise of public rights. Accounts for the year ended 31st March, 2018

The Clerk reported that under the Local Audit and Accountability Act 2014, and The Accounts and Audit (England) Regulations 2015 (SI 234) the Parish Council must give notice that the accounts for the year ended 31st March, 2018 will be available to the public to inspect the accounts and make copies and when and where the accounts can be inspected. The law required that there will be a 30 working day period for the public to inspect the accounts. The earliest the public right of inspection can start would be Monday 4th June, 2018 and the latest date the inspection can start would be Monday 2nd July, 2018.

The Clerk suggested that the 30 working day period should start on Monday 4th June, 2018 and the 30 working day period should end on Friday 13th July, 2018.

The Annual Parish Council Meeting **agreed** that the 30 working day period for the public right of inspection of the accounts will start on Monday 4th June, 2018 and end on Friday 13th July, 2018. The statutory notices be placed in the three notice boards, on the website and on Facebook.

490. Appointment of the Internal Auditor

The Clerk reported that the Parish Council's Internal Auditor was Gordon Fletcher. The Annual Parish Council Meeting **agreed** that Gordon Fletcher be appointed as the Internal Auditor.

The meeting ended at 7.36 p.m.

Chairman's Signature..... Date.....



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Minutes of the Annual Parish Assembly held on Monday 21st May, 2018 in the WI Hall, Neasham Road, Middleton St. George

Present: Councillor Mrs. C. Gilsenan (Chairman),
Councillor S. Crowther (Vice Chairman),
Councillor Mrs. M. Beadle,
Councillor L. Foggett,
Councillor A. Blacklee,
Alan Macnab, Clerk.

In attendance: 6 members of the public.

The meeting started at 7.39 p.m.

491. Issues Discussed

Parish Council land at the front of The Devonport Hotel, Middleton One Row.

The cost of the BT Hub in the Parish Council offices.

The protection of hedgerows.

Fencing bordering the railway.

Improving the Parish Council's communications with residents.

Parish Council noticeboard in the Community Centre.

Housing developments in Middleton St. George.

The protection of public rights of way.

The management of Section 106 developer contributions.

Communicating ideas to the Parish Council for spending the Section 106 developer contributions.

The Darlington Local Plan.

The future of Durham Tees Valley Airport.

The Assembly ended at 8.32 p.m.

Chairman's Signature..... Date.....

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