



# Middleton St George Parish Council

[www.middleton-st-george.org.uk](http://www.middleton-st-george.org.uk)

[msgclerk@aol.com](mailto:msgclerk@aol.com)

From: Alan Macnab, Clerk to the Parish Council

To: Members of the Middleton St. George Parish Council

You are hereby summoned to attend a meeting of Middleton St. George Parish Council at the in the Parish Council Office on **Monday 10<sup>th</sup> September, 2018 at 6.30 p.m.** for the transaction of the following business.

## AGENDA

1. Co-option of three Parish Councillors.
  - a. Procedures for the Co-option of Parish Councillors (enclosed)
  - b. Applications from the candidates – Hazel Bullock, Colin Headlam, Rodger Sansom and Richard Seniscal
  - c. Qualifications and Disqualifications Declarations from the candidates.

### **At the conclusion of the declaration of the result the following business will be transacted.**

2. Chairman's opening address.
3. Public Participation Session – 15 minutes. Each person to speak for a maximum of 3 minutes. It would be helpful if members of the public write to the Clerk (email: [msgclerk@aol.com](mailto:msgclerk@aol.com)) in advance of the meeting to advise if they wish to speak at the meeting.
4. Apologies for Absence.
5. Declarations of interest.
6. Minutes of the Parish Council Meetings on the 9<sup>th</sup> and 23<sup>rd</sup> July, 2018 and the Special Parish Council Meeting held on the 19<sup>th</sup> July, 2018 (enclosed)
7. Matters arising:
  - a. Village Emblem – Update.

### **Financial Matters.**

8. To receive reports on the following matters.
  - a. Financial Report 2018-19 as at the 3<sup>rd</sup> September, 2018.
  - b. Payments received and outstanding and payments for authorisation (See Annex A).
  - c. Timetable of Controls for August and September 2018 (report enclosed).
  - d. Quarter 1 April to June Councillors Audit – Report.
  - e. 2018-19 Financial Year Review and Amendments to the Budget (report enclosed).
  - f. Budget for 2019-20, 2020-21 and 2021-22 Financial Years – First Draft (enclosed).
  - g. Annual Governance and Accountability Return for 2017-18 – External Auditor's Report
  - h. Risk Management Policy and Risk Register Update (enclosed).
9. Review of Utility Charges. Gas, Electricity, Broadband and Telephone (report to follow).
10. Request for a Section 137 Grant. Middleton St. George Community Centre to purchase a defibrillator – Update.

11. Grounds Maintenance Contract
  - a. Areas to be included in the specification for the new contract.
  - b. Monitoring of existing contract.
  
12. Parks and Grounds.
  - a. Water Park.
    - Broken Stile – Update.
    - Safety Signs – Update.
    - Ponds Structural Survey – Update.
    - Drugs Incident.
    - Overnight sleeping.
    - Rubbish in the Park.
    - Boot Camp.
    - Fishing Report.
    - Water Bailiff.
    - CCTV and Security Lighting.
    - Drains and Gullies.
  - b. Playground and Playing Field.
    - Health and Safety (Report
    - RoSPA Inspection (Summary of Faults to follow).
    - Maintenance Issues including the maintenance of seating.
    - Shared use of the playing field – Update.
    - Car Park Agreement – Update.
  - c. The Front, Middleton One Row
    - Land in front of The Devonport - Update.
    - Cleaning of seating on The Front - Update.
    - Complaint regarding cable laying.
    - Trees Project – Update.
    - Overgrown area. Resident’s complaint – Update.
  - d. Overgrown area Wolsington Drive - Update.
  
13. The Whinnies Nature Reserve (Councillor Mrs. M. Beadle).
  
14. Policy and Procedures
  - a. Website update.
  - b. Revised Standing Orders (to follow).
  - c. Staff Appraisal Policy (enclosed).
  - d. Disabled access to the Parish Council Offices/Meeting Room.
  
15. Litter Picker.
  
16. Clerk’s hours, appraisal and pay.
  - a. Appraisal Report.
  - b. Pay.
  
17. MSG PC Speed Monitor – to agree who will be responsible for positioning, maintenance, downloading data, and presenting the data to the Parish Council.
  
18. General Data Protection Regulations.
  - a. Registration with the Information Commissioner’s Office.
  - b. Policies - Privacy Impact Assessment Form, Privacy Notice, Subject Access Form, Data Breach Form and Consent Form (to follow).
  
19. Proposed Purchase of a Recording Machine to record meetings – Update.
  
20. Battle’s Over. A Nation’s Tribute – Update.

21. Councillors Reports and Items for Future Meetings including Chairman's Report on Chairmanship Training on the 6<sup>th</sup> September 2018.
22. Parish Council Noticeboard in the Community Centre.
23. Annual Parish Assembly 2019.
24. Date of Next Meeting:  
Monday 24<sup>th</sup> September, 2018 at 6.30 p.m. Planning Matters.

**ANNEX A****FINANCIAL****Payments In:**

<b>Date</b>	<b>Customer</b>	<b>Amount</b>
05.07.2018	HM Revenue and Customs. VAT Repayment	£608.63
01.08.2018	Middleton Fisheries. Rent for May and June 2018	£200.00
06.08.2018	Darlington and District Model Boat Club Electricity	£38.29
03.09.2018	Middleton Fisheries. Rent for July 2018	£100.00
	<b>Total</b>	<b>£946.92</b>

**Payments for Approval:****a. Retrospective Payments**

<b>Date</b>	<b>Supplier</b>	<b>Amount</b>
13.08.2018	Scottish Power – Gas Monthly	£71.26
23.08.2018	BT Hub Monthly	£37.99
31.08.2018	Cleaner - C. I. Wood Pay	£70.00
31.08.2018	Litter Picker - J. D. Lynn Pay	£532.44
31.08.2018	Clerk - A. W. Macnab Pay	£575.04
	<b>TOTAL</b>	<b>£1,286.73</b>

**b. September Payments**

<b>Date</b>	<b>Supplier</b>	<b>Amount</b>
10.09.2018	Mazars. External Audit	£408.00
13.09.2018	Scottish Power – Gas Monthly	£71.26
13.09.2018	HM Revenue and Customs. Clerk's PAYE May to July 2018	£431.28
25.07.2018	BT Hub Monthly	£37.99
31.07.2018	Cleaner - C. I. Wood Pay	£70.00
31.07.2018	Litter Picker - J. D. Lynn Pay	£532.44
31.07. 2018	Clerk - A. W. Macnab Pay	£575.04
	<b>TOTAL</b>	<b>£2,126.01</b>

**Summary**

**2018-19 Community Account as at the 3<sup>rd</sup> September, 2018.**

**Income**

Carried forward from 2017-18	£44,427.97
Darlington Borough Council Precept	£45,182.00
Middleton Fisheries. Rent	£600.00
Model Boat Club Rent and Electricity	£731.79
HM Revenue and Customs VAT Refund	£1,264.34
<b>Total</b>	<b>£92,206.10</b>

**Expenditure**

VAT	£928.17
Utilities	£644.65
Administration and Printing	£40.34

Website	£250.00
PAYE	£419.40
Grounds Maintenance	£2,026.07
Audit	£125.00
Insurance and Health and Safety	£1,262.61
Section 137 Grants	£100.00
Salaries	£5,887.40
The Front	£530.00
Projects	£400.00
Allotments	£125.00
PC Property Maintenance	£730.46
Subscriptions	£583.52
Election	£4,911.48
<b>Total</b>	<b>£18,964.10</b>

Income - £92,206.10

Expenditure - £ 18,964.10

**Balance as at 3<sup>rd</sup> September**

**2018 £73,242.00**