



Minutes of the Wilbarston Parish Council Annual Meeting Held on
Thursday 13th June 2019 at 7.30 pm in the Village Hall

Present:

Councillors: N Richards (Chairman), L Dale, R Willatts, D James, K Walkling, A Smith, County Councillor Allan Matthews

Clerk: Becky Jones

Minute No.		ACTION
19/284	Apologies received – Cllr S Dalton RESOLVED: The apologies were accepted	
19/285	Declarations of Interest by Councillors – none	
19/286	Resolution to approve and sign minutes of the meeting of the Parish Council held on 9th May 2019 – RESOLVED: The minutes were signed by the Chairman as a correct record of the meeting	
19/287	Representations from Members of the Public – County Cllr A Matthews gave an update on Local Government Reorganisation	
19/288	Matters from previous meeting, to receive updates and determine future actions on the following;	
19/288 a	19/272 a May 19 – maintenance of the boundary between the school playing field and school lane Cllr Walkling volunteered to trim the boundary in a joint exercise with the school and has the appropriate licence and insurance in place. Work cannot take place before 1 September	KW
19/288 b	19/272 b May 19 – residents’ concerns over the managerial running and possible loss of The Fox Public House Cllr Richards waiting to hear from a new development manager at Hawthorns Leisure	NR
19/288 c	19/272 c May 19 – Development of a good neighbour scheme and emergency planning Cllr D James reported on the good neighbour scheme public meeting on 16 th May. Next step is to organise the first meeting of the steering group.	DJ
19/288 d	19/272 e May 19 – Maintenance arrangements for the Village Green Cllr Dale reported on the maintenance arrangements for the village Green. RESOLVED: The cost of £240 was agreed for the maintenance works required at the Village Green	
19/288 e	19/265 May 19 – Election of Vice-Chairman to Wilbarston Parish Council The Declaration of Acceptance of Office Form was signed by the Vice-Chairman, witnessed by the Proper Officer	

Chairman’s signature:

Date:

19/288 f	<p>19/278 a May – To consider the option of retaining or moving the WPC email accounts</p> <p>The clerk reported that instruction was given to the website provider to renew the email accounts for a further year due to the timing of the invoice and proper time needed to investigate alternative solution. Cllr Smith and clerk to investigate alternative solutions. Item to appear on the agenda in March</p>	Clerk/AS								
19/289	<p>To receive an update and consider action regarding the co-option of a new councillor</p> <p>No further update</p>									
19/290	<p>To receive an update and take any necessary decision on the pilot scheme for a restricted bus service between Market Harborough and Corby</p> <p>Cllr Richards gave an update on the pilot scheme bus service</p>									
19/291	<p>To note any developments regarding Local Government Reorganisation and consider any appropriate action</p> <p>An update was given under item 19/287</p>									
19/292	<p>To receive a report on the Village Hall Management Committee meeting</p> <p>Report received (see Appendix A)</p>									
19/293	<p>To receive a report on the Village Fete and determine any possible future actions</p> <p>The prospective organisers had reported that the Village Fete will not go ahead due to the need for financial outlay and other obstacles encountered Clerk to contact the event organisers to discuss potential options for future events, e.g. following similar format to the bonfire organisation</p>	Clerk								
19/294	<p>To consider and agree the priorities to be highlighted for the Northamptonshire County Council ward walkabout on 18th June</p> <p>Priorities discussed were; the narrow pavements alongside the school, Traffic calming on Carlton Road, potholes in some locations</p>									
<p>19/295</p> <p>19/295 a</p> <p>19/295 b</p>	<p>Finance:</p> <p>Pending the outcome of 19/288f, consider and resolve the annual website invoice for email accounts See item 19/288f</p> <p>To receive the Finance Report, Bank Statements & Bank Reconciliation for May: reports received</p> <p>Receipts Paid –</p> <table border="1" data-bbox="264 1644 1294 1834"> <thead> <tr> <th data-bbox="264 1644 512 1744">Paid into Unity Trust Bank A/C</th> <th data-bbox="515 1644 699 1744">Amount</th> <th data-bbox="702 1644 954 1744">Received from</th> <th data-bbox="957 1644 1294 1744">Reason for Payment</th> </tr> </thead> <tbody> <tr> <td data-bbox="264 1749 512 1834">13/5/19</td> <td data-bbox="515 1749 699 1834">£1,667.02</td> <td data-bbox="702 1749 954 1834">HMRC</td> <td data-bbox="957 1749 1294 1834">HMRC VAT Refund</td> </tr> </tbody> </table> <p>Monthly Bank Reconciliation – Current Account Balance £16,485.85 Welland Wanderer Account Balance £2689.50 Reserve Account Balance £4,732.49</p>	Paid into Unity Trust Bank A/C	Amount	Received from	Reason for Payment	13/5/19	£1,667.02	HMRC	HMRC VAT Refund	
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Chairman's signature:

Date:

Bank Statement & Bank Reconciliation 31st May 2019

<u>Bank Accounts</u>	Unity Trust	Welland	Unity Trust	Bank Reconciliation Balance per Statement U/p Cheques	31-May-19
	Current A/C	Wanderer A/C	Reserve A/c		
Balance 1 Apr 19 per statement	£5,060.02	£0.00	£4,732.49		£16,485.85
Outstanding Receipt Reconciled balance 1 Apr 19	£5,060.02	£4,267.70	£4,732.49		
Receipts	£13,667.02	£0.00	£0.00		
Payments	£2,241.19	£1,578.20			
U/p Cheques					
Transfer Current to Reserve a/c					
Closing Balance	£16,485.85	£2,689.50	£4,732.49		

19/295 c

To consider and approve the accounts for payment:

Cheque No.	Amount	Payee	Reason for Payment	Statutory Power
300432	£269.62	Clerk	Salary May 2019	s.112 LGA 1972
300433	£35.92	Clerk	Expenses May 2019	s.111 LGA 1972
300434	£36.00	Wilbarston Village Hall	Room Hire • Parish Council meeting 9 th & 16 th May 2019	s.111 LGA 1972
300435	£112.35	Parish Magazine Printing	Summer Chronicle Newsletter	s.42 LGA 1942
300436	£180.00	2commune	Renew, manage, host domain name for period of two years to 14/8/21	s.111 LGA 1972
*30047	*£294.00	*2commune	* 7 x email accounts	s.111 LGA 1972
Welland Wander Bank Account				
300014	£738.02	Lawson's of Corby April Payment	Welland Wanderer	GPC

19/295 d

To receive the internal controls councillor report for Feb-April 19
Report received with no issues arising

Chairman's signature:

Date:

19/295 e	To consider and approve the renewal of the clerk SLCC/ALCC membership RESOLVED: The renewal of the clerk SLCC/ALCC membership was agreed	
19/296	To review and resolve Wilbarston Parish Council's Policies and Procedures in line with the clerk's recommendations Report received (see Appendix B) RESOLVED: The Policies and Procedures in line with the clerks recommendations were agreed	
19/297	Consider and resolve any potential maintenance requirements at the Wilbarston Parish allotments sites Cllr Richards reported on the originally inadequately repaired manhole cover at the Church Street site. The Association Chairman is researching possible fixes and Cllr Richards will liaise with Rockingham Castle Estate as necessary.	NR
19/298 19/298 b	Planning Applications – None To receive and note the Planning Report for May/June Nothing to report	
19/299	To consider the councils response to the revised draft North Northamptonshire Statement of Community Involvement Consultation 2019 Council make no formal comment	
19/300	To receive the monthly Playing Field inspection report and consider action in response to any proposals Cllr Smith reported on a maintenance issue with the MUGA lights, however due to its lifespan, quotes are to be obtained for a temporary maintenance solution. Council to consider planning for replacement MUGA lighting. Cllr Richards to look at funding options	AS NR
19/301	To receive the weekly Defibrillator/Telephone Kiosk inspection report and to agree action in response to any proposals Report received with no issues arising	
19/302	Date of the next Meeting: The meeting will be held on Thursday 11 th July 2019 at 7.30pm in the Village Hall	
	Meeting Closed: 9.19pm	

Chairman's signature:

Date:

Appendix A



Wilbarston Village Hall Management Committee
Minutes of Meeting held on Thursday 6th June 2019

Present: Mike Doyle, John Hooper, Georgina Royle, June Pocock, Lawrence Dale, Moira Loake. Tony Huxley. Barrie Leadbeater

Apologies:**Minutes of Last Meeting**

The minutes were agreed as a true and correct record.

Proposed: Lawrence Dale

Seconded: June Pocock,

Matters arising from the May meeting

- **Kitchen Refurbishment.** We now have a total of £22,000 in the grant fund thanks to Garfield Weston awarding us £5,000. KBC is due to meet at the end of June and will tell us asap if we have been successful in our £5,000 bid to bring the final tally to £27,000 available in cash and pledges. A visit has taken place to see the work of the 3 companies shortlisted to refurbish our kitchen. All very impressive and packed with new ideas. Keith has photographic records to share with the committee. An extraordinary committee is set for **Wednesday 19th June** at 4pm to decide exactly what we require so the companies can carry out a final costing.
- **Replacement China.** Samples from Sales@catering appliances were found to be disappointing. JP recommended we look at Nisbetts another internet site. ML suggested we look at Ikea (the same white china as Stoke Albany VH) JP, GR and ML to arrange a trip to the lakes Café Corby where they use Ikea the full complement of Ikea white basic range.
- **Advertising for weddings.** Thank you to TH for asking Ruth about possible designs to include pictures of previous functions and our updated facilities and to turn into artwork that we can develop for leaflets, posters etc
- **Bar till.** Thank you to JH for researching the various machines and after service packages. It was decided after discussion that we buy the Sharp register for £134 to replace the existing till. The old till will be kept as an emergency backup if required.

Treasurer's Report.

Lettings good – £1,742. Bar receipts £609.70. Fund raising account shows £12,155 but in reality we have £22,115 due to the successful grant applications. Maintenance £10.05 for a key cutting. £863.50 Debtors total at the time of the meeting. Nothing alarming. Teamwork trust have £80 outstanding. Playgroup owe £70 and a football payment is outstanding. £2,714 in Market Harborough account and £12,791 in current account.

Bar Report

MD reported that the committee moved swiftly to organise the opening up the lounge as a bar for

Chairman's signature:

Date:

the village community on a Wednesday and Friday evening. So far this has proved to be very successful but MD emphasised that the venture must be profitable or it will have to cease as WVH cannot subsidise the bar. However, BL advised that as a result, the stock list we normally use is inadequate. Committee agreed that it was beneficial to double the quantity of stock. Additional storage is available in one of the changing rooms. BL getting used to customers' requests and is ordering accordingly. For the short term it was agreed that we introduce crisps, nuts and similar bar snacks.

BL not available for the party on 29th June. Lesley will take over. Jodie will help. The staff are very capable and reliable. The issue of reinstating the bar supervisor role was discussed but it was felt, for the moment, we leave things as they are. Lesley will be paid £9 an hour for Wed and Friday night (as as this is an expense on WVH) and £10 an hour for village hall events (where the hirer pays for the bar staff). Once again MD said a huge thank you was due to BL and JP for their hard work running the bar for Mr Peach's funeral wake and generally standing in as volunteers.

Social Committee Report

Wild Willy booked for 8th Feb 2020.

Market Harborough band booked for 15th June 2019. (JP running the bar)

Possibility of booking Peter Chilton's band in the autumn?

Correspondence

MD explained correspondence received from Barclay's "Refresh" team asking for personal data about committee members without real justification (probably a marketing exercise). MD has written to Barclays refusing to release this information unless legally obliged to do so and that information is available on Charity Commission website. Waiting for a response and now a repeat request received! MD to deal with.

Hall Maintenance / bookings

Asbestos survey now complete. Very impressive detailed inspection for £325. Samples taken from the kitchen are now at the lab. The lounge bar is looking shabby. MD and KL willing to give it a bit of a face lift.

MD proposed a change of job title for Keith's role. He has been with us for 2 years as a part time cleaner and then caretaker / cleaner. That extended to include a booking officer. Keith has proved effective at managing these roles. He willingly goes beyond his job description, uses his initiative to solves problems as they arise with minimum fuss. He is an excellent advocate for the hall and through his professionalism added so much to the look and function of the facilities.

The proposal to the committee is that we change his title to **Village Hall Manager**. To reflect increased responsibilities, an increase his wages from £10 an hour 9 – 5 weekdays to £11 and from £15 an hour at weekends to £16 was also proposed. This increase would total approx. £600 a year. The committee supported both proposals unanimously. MD to amend current Contract of Employment and job description.

AOB

All AOB agenda items were covered in the main part of the meeting

Next Meeting will be Thursday 4th July 2019 at 7:30pm (Advance apologies from MD and JH asked to chair meeting)

Signed:

Date:

Chairman's signature:

Date:

Appendix B

Report to Wilbarston Parish Council
June 2019 – Agenda Item 19/296

Review of Wilbarston Council Policies and Procedures

Purpose of the Report

On an annual basis the Parish Council is required to review its' policies and procedures. The Clerk has undertaken this review and recommends that the following changes be made:

Standing Orders

It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2019

Financial Regulations

Adopted NALC new Model Financial Regulations in May 17 – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2019

Clerk Delegation – It is not recommended that any amendments be made to this document, it is recommended that the policy to be re adopted in June 2019

Child Protection Policy – Adopted November 2015 - It is recommended that the policy is re adopted in June 2019

Equal Opportunities Statement – Adopted April 2016 - It is not recommended that any amendments be made to this document, it is recommended that the policy to be re adopted in June 2019

Risk Assessment – Last review March 17 It is not recommended that any amendments be made to this document, it is recommended that the policy to be re adopted in June 2019. It should be noted that this document will need updating if changes to payment methods by the Parish Council are implemented (see Financial Regulations).

Allocation of Allotments Policy – adopted March 2018 – It is recommended that the following amendments be made to this document;

1. Formal allocation of allotments shall only be done by WPC.
2. An application for an allotment may be made to Wilbarston Allotments Society and shall then be considered for resolution by WPC at its meeting following such application.

it is recommended that the policy be re adopted in June 2019

Finance Committee Terms of Reference – adopted July 2016 – It is recommended that the Council reviews this policy when the Council forms a Finance Committee

Freedom of Information Publication Scheme – last review date March 2017 – It is not recommended that any amendment be made to this document, it is recommended that the policy be re adopted in June 2019

Code of Conduct – On 12th July 2012 (Minute 11) the Parish Council adopted the new Kettering Borough Council Code of Conduct which was last reviewed in March 2017 – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2019

Internal Controls – Adopted in February 2017 – It is not recommended that any amendments be made to this document, it is recommended that the policy to be re adopted in June 2019

The Parish Council should formally review and record its opinion of the effectiveness of its system of internal control which includes the arrangements for the management of risk (The Accounts and

Chairman's signature:

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Audit Regulations 2011). An effective system of internal control can be split into three parts:

- Identification of potential risk (Risk Assessment)
- Controls or procedures in place to mitigate the risks identified (Control Systems)
- System for testing the adequacy of internal controls (Internal Audit)

Complaints Procedure – last review March 2017 – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2019

Website Disclaimer – Adopted 15.09.11, last reviewed March 2017 – It is recommended that the policy be amended and re adopted in June 2019

Website Policy – Adopted 15.09.11, last reviewed March 2017 – It is recommended that the policy be re adopted in June 2019

Training & Development Policy – Adopted on 13th October 2016 - Resolution No: 16/84 – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2019

Press and Media Policy

It is recommended that the policy be adopted in June 2019

GDPR Security Compliance Checklist – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2019

GDPR Data Breach Policy – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2019

GDPR Privacy Notice Public – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2019

GDPR Records Retention Policy – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2019

GDPR Data Protection Policy – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2019

GDPR Subject Access Request Procedure – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2019

Grant Awarding Policy and Application Form

It is recommended that the policy and application form be re adopted in June 2019

NOTE: Wilbarston Parish Councillors were issued (over email) with a full set of Parish Council Policies and Procedures in May 2017 and current copies are available online at

www.wilbarstonparishcouncil.gov.uk Further copies of the documents have, therefore, not been provided with this report. If a Councillor requires a copy of any of the documents highlighted in this report, please contact the Clerk.

Becky Jones
Clerk to Wilbarston Parish Council

Chairman's signature:

Date: