Meeting No 1

SHORNE PARISH COUNCIL

Minutes of the Annual General Meeting held on 29 May 2014 in Shorne Village Hall

PRESENT	Mr M Brett (Chairman) Mr B Wilkinson Mr J Pooley Mr R Theobald Mr J Bugg Mr R Dinnis Mr R Cooper
APOLOGIES	Apologies for absence were received from Mr D Hart who was attending the Liaison Meeting at GBC for the Parish Council

1 Election of Chairman & Vice-Chairman

Mr Brett was proposed by Mr Theobald and seconded by Mr Bugg for the position of Chairman.

Mr Theobald was proposed by Mr Brett and seconded by Mr Wilkinson for the position of Vice-Chairman.

As there were no other proposals, Mr Brett was duly elected Chairman and Mr Theobald as Vice-Chairman.

Mr Brett then took the Chair.

2 Appointment of Committees

(a) Planning & Highways Committee

Mr R Theobald, Mr J Bugg, Mr M Brett, Mr D Hart, Mr J Pooley and Mr R Cooper were appointed.

(b) Footpaths, Properties & Greens Committee

Mr B Wilkinson, Mr M Brett, Mr D Hart, Mr R Dinnis and Mr R Cooper were appointed.

(c) Finance & General Purposes Committee

All Councillors.

(d) Emergency Planning Committee

All Parish Councillors - whoever can get there.

The Chairman and Vice-Chairman are ex-officio members of all Committees.

3 Outside Bodies

(a) Shorne Village Hall Management Committee

Mr J Bugg and Mr D Hart were appointed.

(b) Gravesham Rights of Way Committee

Mr M Brett was appointed.

(c) Shorne Church of England Primary School
Board of Governors

Mr R Cooper was appointed.

(d) Cobham/Shorne Countryside Partnership Liaison Group

Mr R Cooper was appointed.

(e) United Charity Committee

Mrs T Davies and Mrs P Grace were appointed.

(f) John Baynard's Charity

Mr R Cooper was appointed.

(g) Sir Thomas Smythe's Charity

Mr R Dinnis was appointed.

(h) GBC/KCC Joint Transportation Board

Mr J Bugg was appointed.

(i) Neighbourhood Forums

Mr D Hart was appointed.

(j) GBC - Community & Environment Committee

Mr D Hart was appointed.

(k) Parish Councils' Liaison at GBC

Mr M Brett was appointed.

(l) Internal Controls

Mr M Brett was appointed.

4 Minutes of the Meeting held on 3 April 2014

The minutes were AGREED and signed as a true record.

5 Finance

(a) Annual Audit

The Financial Figures for the year ending 31 March 2014 as prepared by Mr Wharton, the Accountant for the Annual Audit, were approved and signed by the Chairman and Clerk. It was also reported that Mr M J Brett had carried out the internal controls on 8 April 2014. The Receipts & Payments Book, the cheque book, paying-in book and Receipts folder were all checked and everything was found to be in order.
The signed Accounts will be sent off to Littlejohn LLP in London, the assigned Auditors by the Audit Commission, for the Audit to be carried out.

(b)	Precept for 2014/2015 (Paid directly into Lloyds TSB)		£25,000. 00
(c)	VAT Reclaimed (Paid into Barclays Bank by BACS)		£ 522. 99
(d)	From Lloyds TSB - For error & inconvenience on omission of signatory mandate of Clerk on A/C		£ 75. 00
(e)	From Ron Bardoe (Paid into Barclays Bank)	Overpayment for making two Notice Boards	£101. 44
(f)	Talk Talk	Account (May'14)	£ 36. 48
	(Paid by DD)	VAT	£ 7. 29
			£ 43. 77
			======

(g) The following accounts were passed for payment and cheques issued.

Geerings	Photocopier (March 2014)	£ 8. 62
	VAT	£ 1. 72
		£ 10. 34
Geerings	Photocopier (April 2014)	£ 6. 99
	VAT	£ 1. 39
		£ 8. 38
M J Read & Co	Preparation of Accounts & Reviewing the Internal Controls for Year Ended 31.3.2014	£350. 00
	VAT	£ 70. 00
		£420. 00
Gravesend Fencing	Repairing Railings on Post Office Green	£792. 00
	VAT	£158. 40
		£950. 40
Kent County Council	Parish Council's contribution for the Footway in Forge Lane	£4750. 00
Kent County Council	Parish Council's contribution for the Interactive Sign at The Ridgeway	£3500. 00
Norris & Fisher	Insurance Premium (4th Year of Long Term Agreement for 5 Years from June 2011)	£698. 11
Mrs T Martin	Postage & Stationery	£ 46. 00
Mrs T Martin	Refreshments for Parish Assembly held on 15 May 2014	£ 17. 17
Mrs T Martin	Salary - May' 2014	£ 783. 38
	Less Tax	- 88. 68
		£ 694. 70

Inland Revenue	Tax deducted from Clerk's Salary	£ 88. 68
	PC's Contributions for NI	£ 16. 61
		£105. 29
		======
Mrs L Brown	Bus Shelter Cleaning	£ 60. 00
Mrs T Martin	Salary - June' 2014	£ 783. 38
	Less Tax	- 88. 68
		£ 694. 70
		======
Inland Revenue	Tax deducted from Clerk's Salary	£ 88. 68
	PC's Contributions for NI	£ 16. 61
		£105. 29
		======

6 Risk Assessemnt

This was reviewed by Council with the addition of under "Crabbles Bottom", adding "Treating of ragwort" otherwise maintaining the status quo.

7 Correspondence

(a) From Mr NJ Wharton, Accountant re: Review of Internal Controls for the Year Ended 31 March 2014. The Parish Council's attention was drawn to the "Review of Effectiveness of System of Internal Audit". He referred to the "Accounts & Audit (England) Regulations 2011" Regulation 4 which requires the findings of the review of the system of internal control to be considered by a committee, or members of the Parish Council. Also Regulation 6 which requires the Parish Council to review the effectiveness of its system of internal audit once a year and for the findings of the review to be considered by a committee, or members of the Parish Council as part of the consideration of the system of internal control referred to in Regulation 4.

(b) From Lloyds Bank re: The cheque made out to Barclays Bank being returned as " not signed in accordance with mandate". The Clerk had spoken with Marcus Caple in Customer Services, who advised that her signature had not been scanned by their Mandate Unit and that this has now been rectified. They will reimburse the Parish Council for any bank charges from Barclays Bank. For the error and inconvenience caused, they have credited the account with £75.00.

(c) From Adam Holloway MP re: Neighbourhood Plan Workshop at Meopham Village Hall from 6pm to 10pm on Thursday, 5 June 2014. The workshop will be run by the CPRE. The Clerk is to advise that Mr Brett, Mr Dinnis and Mr Bugg will attend.

8 Matters Raised by Members

(a) Mr Brett wished to express his gratitude to Mr Wilkinson for all the hard work carried out by him during his time on the Parish Council as Vice-Chairman and as Chairman of the Footpaths, Properties & Greens Committee. This was heartily seconded by all members.

(b) Mr Brett raised the matter of vandalism in the parish which was further discussed.

(c) Mr Wilkinson reported that he had discussed with Stuart Alford about having some doggy bins at Crabbles Bottom, at Crutches Lane and at the end of Bowesden Lane.

(d) Mr Pooley drew attention to the area coming off the slip road from the A2 coast bound to Brewers Road, where the vegetation is very overgrown and obstructing the sight lines. It was agreed to contact John Gouge at KCC Highways about this.

There being no further business, the meeting closed at 9.05pm.