



MINUTES OF THE ANNUAL GENERAL MEETING
OF CREDENHILL PARISH COUNCIL
HELD IN THE YOUTH AND RESOURCE CENTRE ON 15 MAY 2019

PRESENT:

Councillor Mr. Terry Smissen Parish Council Chairman (TS)
Councillor Mr. Andrew Slater Vice Chairman (AS)
Councillor Mr. John Beavan (JB)
Councillor Revd. Rana Davies-James (RD)
Councillor Mrs. Dot Pullen (DP)
Councillor Mr. Martin Leaton (ML)
Councillor Miss. Rebecca Norton (RN)
Councillor Miss. Deanna Pennington (DE)
Councillor Mr. Paul Burridge (PB)
Councillor Miss. Jenni Hurcomb (JH)
Councillor Mr. Paul Warrington (PW)
Parish Council Clerk/RFO – Mr. Lee Harper-Smith (Clerk)

Also present

7 members of the public

The Chairman opened the meeting at 7.00pm

1. Apologies for Absence

Councillor Mrs. Emma Baxter (EB)
Ward Councillor Mr. Bob Matthews (BM)

2. Minutes

PB proposed to approve the minutes of the Annual General Meeting of the Parish Council held on 16th May 2018, seconded by DP. TS signed the minutes.

3. Chairman

- 3.1. The Chairman read out his report for 2018/19, see Appendix 1.
- 3.2. Election of Chairperson for 2019/20
PB proposed to re-elect TS as Chairman for 2019/20, proposal seconded by RD. No further nominations were received; a show of hands was unanimous in support of the proposal.
- 3.3. Declaration of acceptance of office of Chairperson was signed by TS and Clerk.

4. Vice Chairperson

- 4.1. Election of Vice Chairperson for 2019/20
AS has decided not to stand again due to work commitments. RD proposed ML as Chairman for 2019/20, proposal seconded by RN. No further nominations were received; a show of hands was unanimous in support of the proposal.
- 4.2. Declaration of acceptance of office of Vice Chairperson was signed by ML and Clerk.

- 5. Councillors were reminded to up-date their Notice of Registrable Interest Forms if applicable within 28 days**

6. DP proposed to accept the Policies and Procedures listed below, seconded by PW:

- 6.1. Standing Orders and Finance Regulations.
- 6.2. Code of Conduct.
- 6.3. Information Policy.
- 6.4. Approve Risk Assessment schedule.

7. Finances:

- 7.1. The unaudited Accounts for the Financial Year ended 31 March 2019 were reviewed (Appendix 2). PB proposed to accept the accounts, seconded by AS.
- 7.2. Section 1 – The Annual Governance Statement was signed by TS and Clerk
- 7.3. Section 2 – The Accounting Statements was signed by TS and Clerk
- 7.4. The clerk confirmed that AS & JB are currently the Bank Signatories for Natwest. The clerk reported that Natwest are unable to provide suitable online banking facilities however both HSBC & Lloyds bank provide online banking facilities specifically for Parish Councils. Both banks provide view only access to the clerk and then 2 signatories would be required to authorise changes or payments. Following discussion of a number of options it was agreed that the clerk would setup Banking Facilities with Lloyds Bank initially on a trial basis with the following signatories PW, ML, AS, RN. Proposed by ML and seconded by PW.
- 7.5. Proposed by PB to reappoint Sue Hathaway as Internal Auditor for 2019-2020, seconded by PW.
- 7.6. The clerk provided a list of insurance quotes received, it was agreed to use Zurich Municipal for Insurance Provision from 1st June 2019. The policy provided significant savings on previous years £1,097.77 (renewal quote from existing insurance company £1,913.22) as well as additional public liability cover, now £12million (previously £5million). Proposed JH, seconded ML.
- 7.7. JH proposed to approve the Land and Assets Register, seconded by ML.

8. The following Parish Working Groups were agreed for 2019/20:

Finance (AS, TS)	Flood Alleviation Scheme (JB)
Community Hall (TS)	Schools (EB)
Footpaths (PB)	Roman Park (JH, RN)
Shops/Businesses (DP)	Social Club (PW)
War Memorial (DE)	Asset Management (ML, TS, PW)

Proposed RD, seconded by DP.

9. The following meeting dates were agreed for the coming year.

- 19th June 2019
- 17th July 2019
- No Meeting In August 2019
- 18th September 2019
- 16th October 2019
- 20th November 2019
- 18th December 2019
- 15th January 2020
- 12th February 2020 (A Week Earlier Due To Half Term)
- 18th March 2020
- 22nd April 2020 (A Week Later Due To Easter)
- Annual Parish Meeting To Be Held On 20th May 2020
- Annual General Meeting Of The Parish Council To Be Held On 20th May 2020

Proposed DP, seconded JB.

The Chairman declared the meeting closed at 19:45.

Councillor Mr. Terry Smissen Chairman

Signed.....

Date.....

Appendix 1

Chairman of the Credenhill Parish Council Report for 2018/2019

Firstly, I would like to thank the Parish Councillors for their work during the last year and especially the new councillors who I hope will invigorate the council and help us move on to create a Village that we are all proud to live in. It is also good that all our councillors decided to carry on after the recent election.

Secondly, I would like to thank Mr Lee Harper-Smith who has worked tirelessly to improve the administration and make sure that we are working within the guidelines of statute as passed down by government. I will mention a few areas where Lee has had a major input to upgrade and ensure we are carrying out our responsibilities to the community.

We have created a robust and transparent budget for 2019/20 that will allow us to move many projects forward this year.

We have defined the ownership and responsibilities of the Culverts under the carpark leading to the Community Centre. This has been brought to light by Herefordshire Council who insist that we are responsible for the repairs, this is still ongoing.

Retendering of contracts and reviewed costs to ensure value for money and contracts fit for purpose. These contracts have to be reviewed annually. There is still work to be done but already we are seeing huge savings on our existing contracts.

Grants to local organisations have now been documented and they are now invited to request grants inside the guidelines set out by our policy. It is proposed that we will now have a working group to ensure the grants are distributed to the areas that will give benefits to all members of the village.

Planning has been a very emotive item with the proposed developments of 69 houses at Orchard House and a further of 120 houses to the rear of the school. These developments, if approved, will bring section 106 money to further improve the village infrastructure. There will be more to come on this in the next year or so.

There is now a new working group to further improve the facilities at the roman park and it is hoped that more members of the village will join the group to give ideas and give further support for this to be done.

The parish magazine, Credenhill Community News, has been improved and is now in full colour and a new handy size as designed by Lee and Joel the editor; which has been recognised by more business's wanting to advertise. Printing costs have remained the same as before however more income means we are saving money and have a more professional magazine delivered to our residents. The website has been completely redesigned making it easier for people to find what they want and it looks much more professional than the previous version.

It is my view that the village is now kept well informed by social media (facebook and the Nextdoor app), by our new website and community magazine; this has been reflected in the comments I have received from villagers I meet whilst walking around the village.

These are just a few of the things that have been done and I feel that these achievements could not have been done without our very competent Clerk. Although we both accept that we still have a lot to do to get us to where we want to be!

As we go into a new term I would also like to thank the Ward Councillor Mr Bob Mathews who I'm pleased to say has been newly elected for a further 4 Years. I hope he will have time to give us his continued support.

I look forward to continuing this work and further improving what we do to ensure that the villagers have a place they are proud to live in.

Terry Smissen
Chairman of the Credenhill Parish Council 2018/19

Appendix 2

Income & Expenditure Credenhill Parish Council

	2018	2017
Income		
Advertising - CCN	£ 761.00	£ 595.00
Bank - Interest	£ 39.13	£ 8.16
Electricity Recharges	£ 159.24	£ -
Grants Income	£ 590.00	£ -
Hire of Changing Rooms	£ 350.00	£ 250.00
Other Income	£ 1,041.50	£ -
Precept	£ 23,000.00	£ 21,500.00
Rent	£ 6,151.00	£ 9,001.00
VAT Reclaimed from Prior Year	£ 607.09	£ 3,027.81
Total Income	£ 32,698.96	£ 34,381.97
Staff Costs		
Payroll - Employee Pension Contributions	£ 151.20	£ -
Payroll - Employer Pension Contributions	£ 22.68	£ -
Payroll - PAYE	£ 255.00	£ 1,002.50
Payroll - Salary & Wages	£ 7,090.44	£ 3,145.00
Payroll - Employee NI	£ 80.04	£ -
Total Staff Costs	£ 7,599.36	£ 4,147.50
Gross Surplus	£ 25,099.60	£ 30,234.47
Operating Expenses		
Advertising & Promotion - Adverts	£ 60.00	£ -
Advertising & Promotion - Newsletter	£ 3,590.55	£ 3,491.56
Advertising & Promotion - Website	£ 5.94	£ 83.00
Asset Mgmt - Cleaning	£ 57.00	£ 221.80
Asset Mgmt - Grass Cutting	£ 3,915.00	£ 4,064.00
Asset Mgmt - Hedge Cutting	£ 780.00	£ 1,100.00
Asset Mgmt - Litter Picking	£ 4,304.00	£ 2,415.94
Asset Mgmt - Maintenance	£ 1,230.17	£ 652.50
Asset Mgmt - Tree Maintenance	£ 1,240.00	£ -
Asset Mgmt - Weed Control	£ 592.00	£ 460.00
Donations	£ 369.15	£ 50.00
Entertainment Expenses	£ -	£ 8.33
Office Costs - Broadband	£ 165.00	£ 180.00
Office Costs - Parking	£ 9.97	£ 1.30
Office Costs - Postage	£ 39.28	£ 67.92
Office Costs - Printing	£ 113.52	£ -
Office Costs - Stationary	£ 7.54	£ 10.69
Office Costs - Telephone	£ 43.20	£ 68.10
Office Costs - Travel & Subsistence	£ 225.27	£ 360.00
Professional Fees - External Audit	£ 200.00	£ 200.00
Professional Fees - Fire Alarm Inspections	£ 165.00	£ 160.00
Professional Fees - Fire Extinguisher Inspections	£ 94.19	£ -
Professional Fees - Insurance	£ 1,947.26	£ 1,858.19
Professional Fees - Internal Audit	£ 100.00	£ -
Professional Fees - Legal Fees	£ 12.00	£ -
Professional Fees - Planning	£ -	£ 385.00
Professional Fees - Playground Inspections	£ 226.00	£ 225.00
Repairs and Renewals	£ 5,124.67	£ 108.34
Roman Park	£ -	£ 1,666.39
Room Hire	£ 450.00	£ -
Staff Costs - Memberships & Subscriptions	£ 46.00	£ -
Utilities - Changing Rooms Water	£ 124.25	£ 53.49
Utilities - Electricity Carpark Lights	£ 252.87	-£ 40.18
Utilities - Electricity Changing Rooms	£ 276.91	£ 238.92
Utilities - Sulo Bins	£ 475.75	£ 478.40
Total Operating Expenses	£ 26,242.49	£ 18,568.69
Net Surplus	-£ 1,142.89	£ 11,665.78

Balance Sheet
 Credenhill Parish Council
 As of 2019-03-31

ACCOUNTS	Mar 31, 2019	
Assets		
Cash and Bank		
Natwest - Current Account	£	3,821.80
Current Account - Uncleared Cheques	-£	280.00
Natwest - Reserve Account	£	25,339.46
Total Cash and Bank	£	28,881.26
Other Current Assets		
Accounts Receivable	£	740.00
Provision for Bad Debtors	-£	150.00
Other Debtors - HMRC PAYE	£	28.16
Other Debtors - HMRC VAT	£	1,474.53
Total Other Current Assets	£	2,092.69
Total Assets	£	30,973.95
Liabilities		
Current Liabilities		
Accounts Payable	£	646.43
Accruals	£	1,221.27
Defibrillator Fund	£	581.04
Resource Centre - Rent Deposit	£	450.00
VAT 20%	-£	17.84
VAT 5%	-£	0.77
Youth Club Funds	£	545.26
Total Current Liabilities	£	3,425.39
Total Liabilities	£	3,425.39
Reserves		
Reserves	£	28,691.45
Surplus between Apr 1, 2018 and Mar 31, 2019	-£	1,142.89
Total Reserves	£	27,548.56