



**MINUTES OF THE ANNUAL MEETING  
HELD AT CREDENHILL COMMUNITY HALL ON 18<sup>th</sup> MAY 2022**

**PRESENT:**

Councillor Miss. Jenni Hurcomb Chair (JH), Councillor Mr. Martin Leaton Deputy Chair (ML), Councillor Mr. Andrew Slater (AS), Councillor Miss. Deanna Pennington (DE), Councillor Mr. Paul Burrige (PB), Councillor Mr. Paul Warrington (PW), Councillor Mrs Dot Pullen (DP), Councillor Mrs Sandra Cheasley (SC). Councillor Mr Paul Beechey (PA), Councillor Revd. Rana Davies-James (RD), Councillor Mr. Dan Fellows (DF).

Ward Councillor Mr. Bob Matthews (BM).

Parish Council Clerk/RFO – Mr. Lee Harper-Smith (Clerk)

No Members of the Press /Public present.

**The Chair opened the meeting at 7.02pm**

**1. Apologies for Absence**

Councillor Miss. Rebecca Norton (RN)

**2. Minutes**

PA proposed to approve the minutes of the Annual Meeting of the Parish Council held on 19<sup>th</sup> May 2021, seconded by DP.

**3. Chair**

- 3.1. Receive report from Chair for 2021/22 – JH presented the report for the year (Appendix A)
- 3.2. Election of Chair for 2022/23 – JH proposed ML, seconded by RD. ML duly elected as Chair.
- 3.3. Declaration of acceptance of office of Chair – ML signed declaration of acceptance of office.

**4. Vice Chair**

- 4.1. Election of Vice Chair for 2022/23 – ML proposed JH, seconded by DP. JH duly elected as Deputy Chair.
- 4.2. Declaration of acceptance of office of Vice Chairperson – JH signed declaration of acceptance of office.

5. It was noted that all Councillors should up-date their Notice of Registrable Interest Forms if applicable within 28 days

**6. To review and adopt Policies and Procedures:**

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

Proposed by DP and seconded by PW to adopt polices and procedures 5.1 to 5.5.

**7. Finances:**

- 7.1. The RFO presented the Accounts for the Financial Year ended 31<sup>st</sup> March 2022 (Appendix B); JH proposed to accept them as a true record of the Parish Councils finances for the year, seconded by DF.
- 7.2. JH proposed that the Chair Sign Section 1 – The Annual Governance Statement, seconded by DF. Duly signed by Chair and RFO.
- 7.3. JH proposed that the Chair Sign Section 2 – The Accounting Statements, seconded by DF. Duly signed by Chair and RFO.

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- 7.4. To confirm Bank Signatories and agree future Banking Arrangements. Resolved to continue using Lloyds bank and to have 4 signatories. Proposed by DP and seconded by PW to add ML as a signatory to the bank and to remove Terry Smissen. Bank signatories will be: ML, RN, PW, AS.
- 7.5. Resolved to re-appoint Mr David McKirdy as Internal Auditor for 2022/2023.
- 7.6. Resolved to accept the quote received from Zurich Municipal for Insurance Provision from 1st June 2022 at a cost of £1,377.39. Proposed by PB and seconded by PW.
- 7.7. The Land and Assets Register was presented by the RFO, resolved to approve the register and agreed to revalue the land and buildings in 2023. Proposed by AS and seconded by JH. Noted that the register is as at the 31/03/2022 for accounting purposes and that the Roman Park Gym Equipment was subsequently added to the working copy of the register.

**8. The following Parish Working Groups were agreed:**

Finance (AS, JH, ML)  
Community Hall (DE)  
Footpaths (PB)  
Shops/Businesses (DP)  
War Memorial (DE/ML)  
Flood Alleviation Scheme (PB)  
Schools (RD)  
Roman Park (DF, RN, ML, SC)  
Social Club (PA)  
Asset Management (ML, PW, JH)  
A480 Bus Shelter (PW, PA, DE, AS, ML)  
Planning (PA, AS)

**9. Agree meeting dates for the coming year.**

Some discussion took place about ensuring that meeting dates should not affect the timely production of the Credenhill Community Newsletter, however it was agreed that contributors would be contacted to ensure that any events taking place in the first 2 weeks of the following month should be included to allow for the CCN production times. Clerk to contact editor and contributors. Dates agreed for meetings are based on the 3<sup>rd</sup> Wednesday of the month apart from where noted below:

15th June 2022  
20th July 2022  
21st September 2022  
19th October 2022  
16th November 2022  
14th December 2022 (moved forward a week due to school holidays)  
18th January 2023  
15th February 2023  
15th March 2023  
19th April 2023  
17th May 2023

The Chair declared the meeting closed at 19:34

Name.....

Signed.....

Date.....



## Appendix A

### **Chair's Report 2021-2022**

This will be my twentieth year in Credenhill and during the majority of this time I have been involved with Credenhill Parish council as a clerk and latterly as a councillor. Over these years I have seen so many changes to our village but the foundation of a strong community, with a pride for our home continues.

We have sadly lost Councillor John Beavan who served the parish council for over 40 years and the devastating death of our former parish councillor Jeremy Daw. Our thoughts are with both families, and we truly appreciate the dedication shown by both to their parish.

We also received the resignation of Terry Smissen, and all would like to thank Terry for all his work during his time with the parish council.

We have recently co-opted two parish councillors, Sandra Cheasley and Dan Fellows and we look forward to working with both and thank them for joining our team.

To all our parish councillors I would like to thank you for your support and for sacrificing your valuable time to attend to parish matters.

To Bob Mathews, thank you for working tirelessly on behalf of our parish.

Finally, to our clerk, Lee Harper Smith, thank you for the work you complete on our behalf, frequently going above and beyond the remit of a parish clerks' role.

During the past year we have;

#### **Completed the following items:**

- Flooding near Barlands Cottages on the A480
- Installed the sign at the entrance to the community car park.
- Completed the remedial work for the verge erosion on Station Road near Glebe Close.
- Repairs and maintenance projects such as the painting the steel beams.

#### **Our ongoing matters:**

- Bus stop on the A480
- War memorial improvements
- School transport issues
- Play equipment at Ecroyd Park
- Land registration at flood alleviation site
- Glebe close flooding
- Asset management – repairs & maintenance, electrical repairs at the changing rooms, removal of the water tank at the hall/social club, replacement of gutters and down pipes at the hall and repairs to the resource roof.
- Review of the boundary between Roman Park and Glebe Close.
- Culvert repairs – started this week and being undertaken at no extra cost to the parish.

#### **Working with our partners we have seen:**

- The installation of steps at Credenhill woods making access easier
- Installation of bulbs, planters, and wildlife equipment throughout the village.
- Regular sessions being held by the police at the village shops.

#### **We have received grant funding for the following projects:**

- Gym equipment at roman Park
- Planting 15 trees at Roman for the Queens jubilee

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### **We have awarded grants to the following:**

- Credenhill bloomers group £150 (gloves, Hiz viz tabards)
- St Marys C of E school £150 (sunshade year 1)
- Credenhill sports & Social club £1,900 (Outdoor seating, shades, and CCTV)
- Parish Church £700 (churchyard maintenance)
- Community Hall £1,900 (New Kitchen)
- Magna Performing Arts Group £500 (Led stage Lighting)

So, another busy year lies ahead, unfortunately due to my work commitments I am not best placed to serve as chair due to time constraints so, I shall step down and continue in my councillor's role alongside my colleagues.

I look forward to working with you all to improve, protect and maintain our village in the coming year.

Jenni Hurcomb  
Credenhill Parish council Chair.

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## Appendix B – Accounts for 2021/22

### Income & Expenditure 2021/22 - Summary

Income & Expenditure Credenhill Parish Council UNAUDITED ACCOUNTS	2021	2020
		06 April 2022
<b>Income</b>		
Precept	£ 44,000	£ 43,951
Other Income (Rent, Advertising, VAT, Hire Fees.)	£ 34,950	£ 33,054
<b>Total Income</b>	<b>£ 78,950</b>	<b>£ 77,005</b>
<b>Total Staff Costs</b>	<b>£ 10,047</b>	<b>£ 9,698</b>
<b>Gross Surplus</b>	<b>£ 68,902</b>	<b>£ 67,308</b>
<b>Operating Expenses</b>		
Advertising & Promotion - CCN/Website	£ 3,362	£ 2,569
Asset Management - Hedges/Grass/Trees/Litter/Cleaning	£ 11,661	£ 11,083
Local Grants	£ 5,300	£ 9,025
Election Costs	£ -	£ -
Litter Bins	£ -	£ 2,095
Office Costs	£ 1,082	£ 737
Professional Fees (Audit, Fire, Playground, Planning)	£ 1,783	£ 3,624
Insurance	£ 1,270	£ 1,244
Repairs and Renewals	£ 9,092	£ 11,490
Roman Park	£ 5,711	£ 1,214
Memberships & Subscriptions	£ 35	£ 35
Utilities - Light & Heat	£ 531	£ 517
Trade Waste	£ 464	£ 331
<b>Total Operating Expenses</b>	<b>£ 40,291</b>	<b>£ 43,964</b>
<b>Net Surplus</b>	<b>£ 28,612</b>	<b>£ 23,344</b>
<b>Bought forward Reserves</b>	<b>£ 79,976</b>	<b>£ 56,632</b>
Closing Balance Reserves 31/03/2022	<b>£ 108,587</b>	<b>£ 79,976</b>

# CREDENHILL PARISH COUNCIL



## Income & Expenditure 2021/22 – Detailed

Income & Expenditure  
Credenhill Parish Council

06 April 2022

UNAUDITED ACCOUNTS	2021-2022	2020-2021
<b>Income</b>		
Advertising - CCN	£ 1,069.00	£ 1,018.00
Bank - Interest	£ 9.75	£ 29.48
Grants Income	£ 19,408.54	£ 19,431.00
Hire of Changing Rooms	£ 450.00	£ 62.00
Other Income	£ 7,394.67	£ 5,896.19
Precept	£ 44,000.00	£ 43,951.00
Rent	£ 6,617.62	£ 6,617.62
<b>Total Income</b>	<b>£ 78,949.58</b>	<b>£ 77,005.29</b>
<b>Staff Costs</b>		
Payroll - Employee Pension Contributions	£ 1,927.20	£ 1,879.20
Payroll - Employer NI	£ 118.45	£ 76.58
Payroll - Employer Pension Contributions	£ 289.08	£ 281.88
Payroll - PAYE	£ 27.70	£ 7.60
Payroll - Salary & Wages	£ 7,648.52	£ 7,443.76
Payroll - Employee NI	£ 36.30	£ 8.64
<b>Total Staff Costs</b>	<b>£ 10,047.25</b>	<b>£ 9,697.66</b>
<b>Gross Surplus</b>	<b>£ 68,902.33</b>	<b>£ 67,307.63</b>
<b>Operating Expenses</b>		
Advertising & Promotion - Newsletter	£ 3,280.00	£ 2,509.00
Advertising & Promotion - Website	£ 81.77	£ 59.88
Asset Mgmt - Cleaning	£ 84.00	£ 18.00
Asset Mgmt - Grass Cutting	£ 3,672.21	£ 3,772.50
Asset Mgmt - Hedge Cutting	£ 1,142.00	£ 1,142.00
Asset Mgmt - Litter Picking	£ 5,055.00	£ 4,032.00
Asset Mgmt - Maintenance	£ 1,107.00	£ 1,476.00
Asset Mgmt - Materials	£ 77.01	£ 268.52
Asset Mgmt - Tree Maintenance	£ -	£ -
Asset Mgmt - Weed Control	£ 524.00	£ 374.00
Blooming Credenhill Project	£ 526.98	£ -
Culvert Repairs	£ -	£ -
Election Costs	£ -	£ -
Embankment Repairs	£ -	£ 3,723.95
Litter Bins	£ -	£ 2,094.90
Local Grants	£ 5,300.00	£ 9,024.85
New Signs for Community Centre	£ 155.33	£ -
Office Costs - Homeworking Allowance	£ 180.00	£ 180.00
Office Costs - Parking	£ -	£ -
Office Costs - Postage	£ -	£ -
Office Costs - Printing	£ 156.47	£ 45.83
Office Costs - Room Hire	£ 332.00	£ 150.00
Office Costs - Software	£ 194.80	£ 207.30
Office Costs - Stationary	£ 38.93	£ 56.76
Office Costs - Telephone	£ 60.00	£ 60.00
Office Costs - Travel & Subsistence	£ 99.75	£ 36.86
Professional Fees - External Audit	£ 300.00	£ 300.00
Professional Fees - Fire Alarm Inspections	£ 170.00	£ 85.00
Professional Fees - Fire Extinguisher Inspections	£ 74.99	£ 49.23

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06 April 2022

Income & Expenditure

Credenhill Parish Council

UNAUDITED ACCOUNTS

2021-2022

2020-2021

Professional Fees - Insurance	£ 1,269.74	£ 1,244.49
Professional Fees - Internal Audit	£ 160.00	£ 100.00
Professional Fees - Legal Fees	£ -	£ 1,500.00
Professional Fees - Planning/Surveys	£ 32.00	£ 1,472.00
Professional Fees - Playground Inspections	£ 119.00	£ 117.50
Professional Fees - Subscriptions	£ 35.00	£ 35.00
Repairs and Renewals	£ 8,191.76	£ 7,766.04
Road Safety Improvement Costs	£ 926.95	£ -
Roman Park	£ 5,711.07	£ 1,214.00
School Sign	£ 218.00	£ -
Training	£ 20.00	£ -
Utilities - Changing Rooms Water	£ 38.50	£ 31.27
Utilities - Electricity Carpark Lights	£ 272.45	£ 253.90
Utilities - Electricity Changing Rooms	£ 220.23	£ 231.92
Utilities - Sulo Bins	£ 463.84	£ 331.32
<b>Total Operating Expenses</b>	<b>£ 40,290.78</b>	<b>£ 43,964.02</b>

Net Surplus

**£ 28,611.55**

**£ 23,343.61**

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# CREDENHILL PARISH COUNCIL



## Year End Balance Sheet & Year End Reserve Breakdown

Balance Sheet  
Credenhill Parish Council

06 April 2022

UNAUDITED ACCOUNTS	31st March 2022		31st March 2021	
<b>Assets</b>				
<b>Cash and Bank</b>				
Lloyds Bank - Current Account	£	9,907.48	£	2,388.95
Lloyds Bank - Reserve Account	£	100,670.51	£	77,960.76
Current Account - Uncleared Cheques	£	-	£	-
<b>Total Cash and Bank</b>	<b>£</b>	<b>110,577.99</b>	<b>£</b>	<b>80,349.71</b>
<b>Other Current Assets</b>				
Accounts Receivable	£	210.00	£	-
Prepayments	£	518.08	£	115.96
Other Debtors - HMRC PAYE	£	17.98	£	-
Other Debtors - HMRC VAT	£	1,227.47	£	3,010.86
<b>Total Other Current Assets</b>	<b>£</b>	<b>1,973.53</b>	<b>£</b>	<b>3,126.82</b>
<b>Total Assets</b>	<b>£</b>	<b>112,551.52</b>	<b>£</b>	<b>83,476.53</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	£	999.01	£	202.39
Accruals	£	1,369.61	£	1,679.16
Defibrillator Fund	£	423.90	£	423.90
Resource Centre - Rent Deposit	£	450.00	£	450.00
VAT 20%	-£	23.60	£	-
VAT 5%	-£	0.03	£	-
Youth Club Funds	£	745.26	£	745.26
<b>Total Current Liabilities</b>	<b>£</b>	<b>3,964.15</b>	<b>£</b>	<b>3,500.71</b>
<b>Long-term Liabilities</b>	£	-	£	-
<b>Total Liabilities</b>	<b>£</b>	<b>3,964.15</b>	<b>£</b>	<b>3,500.71</b>
<b>Reserves</b>				
Reserves b/f	£	79,975.82	£	52,825.08
Current Year Change in Reserve	£	28,611.55	£	23,343.61
<b>Total Reserves</b>	<b>£</b>	<b>108,587.37</b>	<b>£</b>	<b>79,975.82</b>
<b>Breakdown of Total Reserve Carried Forward</b>				
Roman Park	£	36,514.47	£	20,317.00
Culvert Repairs	£	26,000.00	£	15,000.00
Roman Park Changing Rooms Plans	£	380.00	£	85.00
Road Safety Fund	£	37,936.14	£	38,863.09
Blooming Credenhill Project	£	173.02	£	700.00
Community Centre Sign	£	1,309.00	£	1,250.00
School Sign	£	-	£	90.00
Repairs and Renewals	£	6,274.74	£	3,670.73
	<b>£</b>	<b>108,587.37</b>	<b>£</b>	<b>79,975.82</b>