



**MINUTES OF THE ANNUAL MEETING
HELD AT CREDENHILL COMMUNITY HALL ON 19th MAY 2021**

PRESENT:

Councillor Mr. Terry Smissen Chair (TS)
Councillor Mr. Martin Leaton Deputy Chair (ML)
Councillor Miss. Jenni Hurcomb (JH)
Councillor Miss. Rebecca Norton (RN)
Councillor Miss. Deanna Pennington (DE)
Councillor Mr. Paul Beechey (PA)
Councillor Mr. Andrew Slater (AS)
Councillor Mr. Paul Warrington (PW)
Councillor Revd. Rana Davies-James (RD)
Councillor Mrs. Dot Pullen (DP)
Ward Councillor Mr. Bob Matthews (BM)

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

The Chair opened the meeting at 7.02pm

One minutes silence was observed in memory of Jeremy Daw.

1. Apologies for Absence - To receive and accept apologies for absence.

Councillor Mr. John Beavan (JB)
Councillor Mr. Paul Burridge (PB)

2. Minutes

Proposed by RN to approve the minutes of the Annual General Meeting of the Parish Council held on 20th May 2020, seconded by PA.

3. Chair

- 3.1. Received the report from Chair for 2020/21 – Appendix A
- 3.2. JH proposed by TS and seconded by ML for election as Chair for 2021/22, no further proposals and carried unanimously.
- 3.3. JH signed the declaration of acceptance of office of Chair.

4. Deputy Chair

- 4.1. ML proposed by AS and seconded by TS for election of Deputy Chair for 2021/22, no further proposals and carried unanimously.
- 4.2. ML signed the declaration of acceptance of office of Deputy Chair.

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.

CREDENHILL PARISH COUNCIL



AS proposed to approve items 6.1 to 6.5, seconded by RN.

7. Finances:

- 7.1. Proposed by RN and seconded by TS to adopt the Accounts for the Financial Year ended 31st March 2021 – Appendix B
- 7.2. Proposed by ML and seconded by RN to Sign Section 1 – The Annual Governance Statement.
- 7.3. Proposed by ML and seconded by RN – To Sign Section 2 – The Accounting Statements.
- 7.4. The clerk confirmed that we are currently banking with Lloyds (signatories are RN, AS, PW & TS). It was proposed by PA and seconded by DP to keep the same signatories and banking arrangements going forward for 2021/22.
- 7.5. It was proposed by RD and seconded by PW to appoint Mr David McKirby as our Internal Auditor for 2021/22.
- 7.6. The clerk presented a number of insurance options. It was proposed by PW and seconded by AS to accept the renewal quote from Zurich Municipal from 1st June 2021 at a cost of £1269.74.
- 7.7. It was proposed by DP and seconded by RD to approve Land and Assets Register.

8. Parish Working Groups were agreed as follows:

- Finance (AS, TS, ML)
- Community Hall (TS)
- Footpaths (PB)
- Shops/Businesses (DP)
- War Memorial (DE)
- Schools (RD)
- Roman Park (JH, RN)
- Social Club (PW)
- Asset Management (ML, PW, TS)
- COVID19 Emergency (All)
- Community Centre Sign (ML,PA,PW,TS)
- A480 Bus Shelter (PW, PA, DE & TS)

9. Agree meeting dates for the coming year.

Proposed by RN and seconded by PA to hold the Ordinary Parish Council meetings on the third Wednesday of the Month at 19:30 except in August when no meeting will be held; the Annual Meeting will take place in May at 19:00 on the same evening as the Ordinary meeting.

The Chair declared the meeting closed at 19:31

Name.....

Signed.....

Date.....



Appendix A

Chairman's Report 2020-2021

Well, here we are another year has gone by and what a year.

COVID-19 has dominated our lives causing us to go into lock down twice and some of us having to shield. I would like to think that when the second lock down came the village had become quite resilient. Though there was Rana's call line and assistance from the County Council, I am led to believe there was very little uptake on them.

As a Parish Council we have functioned without falter. For that we must thank Lee our clerk who kept us informed with the deluge of emails and information. He skilfully mastered Webex and we were able to hold our main meetings including other sub meeting.

We have had very little change to our council, and we have only one resignation EB who I thank for her time and work she did whilst serving with us. It has been unfortunate that two Councillors were unable to join us on the virtual meetings, but I look forward to welcoming them back when we hold our next meeting together. Councillors I am thanking you for your support to me as Chairman, I am grateful to all the councillors and their dedication to ensuring that the decisions we have made are for the greater good.

I would like to thank County Councillor Mr Bob Mathews for his support and keeping us informed on all the items that the County Council make decisions on and effecting our village life. It has particularly difficult for him as he has gone through a very personal bereavement. Bob, you have always been in my thoughts.

The Parish Council has still function well and worked hard on many projects which I would like to highlight:

We have supported the following charities and community organisations through local grants:

- COVID 19 Lunches from Dixies SOS – 1250 Lunches delivered to residents in the community £2500
- Magna Performing Arts – New staging £1570
- Credenhill Community Hall – Architect plans/consultation £1500
- Credenhill Social & Sports Club – New flooring in skittle alley £2500
- PCC of Credenhill – Churchyard Maintenance £800

Projects we have completed during the year

- ✓ Completed a successful tender exercise on CCN printing to reduce printing costs
- ✓ Carried out the embankment repairs to prevent subsidence to the rear of the Community Hall
- ✓ Registered Parish Council land with the land registry
- ✓ Completed the final legal documents for the Flood Alleviation Scheme
- ✓ Completed a significant amount of the ongoing repairs and maintenance jobs highlighted in the building's surveys; we are still on track but a lot remains to be done.
- ✓ We have supported the Hall & Social Club in their ongoing refurbishment work.



Looking ahead

- We have established a way forward with the bus stop on the A480.
- We have formed a group of interested people to move the Roman Park charity forward.
- We have an ongoing budgeting process that will mean we can plan the Culvert Repairs in 3 years' time.
- We have a repairs and maintenance schedule and budget in place to continue to bring our buildings up to modern day standards.
- We have recruited a budding group of Volunteers to make the village a nicer place for us and the local wildlife.

In a short while you will elect a new Chairman and Vice Chairman for the years 2021/2022. I have been Chairman now for 4 years this time round and I do think it is time to think about some new blood. If there is no one coming forward I will serve a further year if re-elected it will be my last term. As you know my health has been giving me a few problems and I do think the position needs someone who will give it their all. This I have not been able to do because I have been shielding but also, I do not have the energy. I will stay on to support the new chairman but only if it is requested.

As we move forward, I hope we can achieve more if lockdown is lifted to an extent that we can move our projects forward. Could I please ask the council to give priority to providing for the young who I know will struggle to adjust to normal living. This will lead to also sorts of behaviour that is not the norm. We have a good fund building for Roman Park and a new group of people willing to look at what needs to be done. We have plans well beyond our funds, but I am sure we can do it bit by bit.

I would also like to thank the villagers who have been happy to listen to me whilst I have been out walking my dog. I have received a lot of good ideas from you all and I have brought many of your concerns and ideas to the Parish Council.

Terry Smissen
Chairman to Credenhill Parish Council. 2020/2021

CREDENHILL PARISH COUNCIL



Appendix B

Balance Sheet
Credenhill Parish Council

05 May 2021

AUDITED ACCOUNTS	31st March 2021		31st March 2020	
Assets				
Cash and Bank				
Lloyds Bank - Current Account	£	2,388.95	£	2,073.93
Lloyds Bank - Reserve Account	£	77,960.76	£	-
Natwest - Current Account			£	3,807.13
Current Account - Uncleared Cheques			-£	550.61
Natwest - Reserve Account			£	54,025.15
Total Cash and Bank	£	80,349.71	£	59,355.60
Other Current Assets				
Accounts Receivable	£	-	£	-
Provision for Bad Debtors	£	-	£	-
Prepayments	£	115.96	£	-
Other Debtors - HMRC PAYE	£	-	£	-
Other Debtors - HMRC VAT	£	3,010.86	£	1,835.84
Total Other Current Assets	£	3,126.82	£	1,835.84
Total Assets	£	83,476.53	£	61,191.44
Liabilities				
Current Liabilities				
Accounts Payable	£	202.39	£	1,543.98
Accruals	£	1,679.16	£	1,396.09
Defibrillator Fund	£	423.90	£	423.90
Resource Centre - Rent Deposit	£	450.00	£	450.00
VAT 20%	£	-	£	-
VAT 5%	£	-	£	-
Youth Club Funds	£	745.26	£	745.26
Total Current Liabilities	£	3,500.71	£	4,559.23
Long-term Liabilities	£	-	£	-
Total Liabilities	£	3,500.71	£	4,559.23
Reserves				
Reserves	£	56,632.21	£	27,548.56
Current Year Change in Reserve	£	23,343.61	£	29,083.65
Total Reserves	£	79,975.82	£	56,632.21
Breakdown of Total Reserve Carried Forward				
Roman Park	£	20,317.00	£	3,300.00
Culvert Repairs	£	15,000.00	£	12,200.00
Roman Park Changing Rooms Plans	£	85.00	£	85.00
Road Safety Fund	£	38,863.09	£	38,863.09
Blooming Credenhill Project	£	700.00	£	-
Community Centre Sign	£	1,250.00	£	-
School Sign	£	90.00	£	-
Repairs and Renewals	£	3,670.73	£	-
Fence Repair - Resource Centre	£	-	£	167.00
Roman Park Fence Repairs	£	-	£	500.00
General Reserve	£	-	£	2,184.12
	£	79,975.82	£	57,299.21

CREDENHILL PARISH COUNCIL



05 May 2021

Income & Expenditure
Credenhill Parish Council
AUDITED ACCOUNTS

	2020	2019
Income		
Precept	£ 43,951	£ 31,000
Other Income (Rent, Advertising, VAT, Hire Fees.)	£ 33,054	£ 48,092
Total Income	<u>£ 77,005</u>	<u>£ 79,092</u>
Total Staff Costs	<u>£ 9,698</u>	<u>£ 10,269</u>
Gross Surplus	<u>£ 67,308</u>	<u>£ 68,823</u>
Operating Expenses		
Advertising & Promotion - CCN/Website	£ 2,569	£ 3,355
Asset Management - Hedges/Grass/Trees/Litter/Cleaning	£ 11,083	£ 10,978
Donations	£ 9,025	£ 9,805
Election Costs	£ -	£ 138
Litter Bins	£ 2,095	£ 2,211
Office Costs	£ 737	£ 855
Professional Fees (Audit, Fire, Playground, Planning)	£ 3,624	£ 3,447
Insurance	£ 1,244	£ 1,098
Repairs and Renewals	£ 11,490	£ 5,149
Roman Park	£ 1,214	£ 1,713
Memberships & Subscriptions	£ 35	£ -
Utilities - Light & Heat	£ 517	£ 569
Trade Waste	£ 331	£ 422
Total Operating Expenses	<u>£ 43,964</u>	<u>£ 39,739</u>
Net Surplus	<u>£ 23,344</u>	<u>£ 29,084</u>
Bought forward Reserves	£ 56,632	£ 27,549
Closing Balance Reserves 31/03/2020	<u>£ 79,976</u>	<u>£ 56,632</u>

CREDENHILL PARISH COUNCIL



Income & Expenditure
Credenhill Parish Council
AUDITED ACCOUNTS

05 May 2021

	2020-2021	2019-2020
Income		
Advertising - CCN	£ 1,018.00	£ 947.00
Bank - Interest	£ 29.48	£ 95.69
Electricity Recharges		£ 96.22
Grants Income	£ 19,431.00	£ -
Hire of Changing Rooms	£ 62.00	£ 675.00
Other Income	£ 5,896.19	£ 40,326.76
Precept	£ 43,951.00	£ 31,000.00
Rent	£ 6,617.62	£ 5,951.00
Total Income	£ 77,005.29	£ 79,091.67
Staff Costs		
Payroll - Employee Pension Contributions	£ 1,879.20	£ 1,905.60
Payroll - Employer NI	£ 76.58	£ 276.88
Payroll - Employer Pension Contributions	£ 281.88	£ 285.84
Payroll - PAYE	£ 7.60	£ -
Payroll - Salary & Wages	£ 7,443.76	£ 7,701.47
Payroll - Employee NI	£ 8.64	£ 99.24
Total Staff Costs	£ 9,697.66	£ 10,269.03
Gross Surplus	£ 67,307.63	£ 68,822.64
Operating Expenses		
Advertising & Promotion - Adverts	£ -	£ 211.00
Advertising & Promotion - Newsletter	£ 2,509.00	£ 3,104.03
Advertising & Promotion - Website	£ 59.88	£ 39.88
Asset Mgmt - Cleaning	£ 18.00	£ 168.00
Asset Mgmt - Grass Cutting	£ 3,772.50	£ 3,348.00
Asset Mgmt - Hedge Cutting	£ 1,142.00	£ 1,228.00
Asset Mgmt - Litter Picking	£ 4,032.00	£ 4,740.00
Asset Mgmt - Maintenance	£ 1,476.00	£ 944.00
Asset Mgmt - Materials	£ 268.52	£ 40.01
Asset Mgmt - Tree Maintenance	£ -	£ 150.00
Asset Mgmt - Weed Control	£ 374.00	£ 360.00
Culvert Repairs	£ -	£ 300.00
Election Costs	£ -	£ 137.52
Embankment Repairs	£ 3,723.95	£ -
Litter Bins	£ 2,094.90	£ 2,210.85
Local Grants	£ 9,024.85	£ 9,805.40
Office Costs - Homeworking Allowance	£ 180.00	£ 180.00
Office Costs - Parking	£ -	£ 0.42
Office Costs - Postage	£ -	£ 22.95
Office Costs - Printing	£ 45.83	£ 134.58
Office Costs - Room Hire	£ 150.00	£ 150.00
Office Costs - Software	£ 207.30	£ 58.14
Office Costs - Stationary	£ 56.76	£ 123.33
Office Costs - Telephone	£ 60.00	£ 60.00
Office Costs - Travel & Subsistence	£ 36.86	£ 125.57
Professional Fees - External Audit	£ 300.00	£ 200.00
Professional Fees - Fire Alarm Inspections	£ 85.00	£ 170.00
Professional Fees - Fire Extinguisher Inspections	£ 49.23	£ 53.35
Professional Fees - Insurance	£ 1,244.49	£ 1,097.77
Professional Fees - Internal Audit	£ 100.00	£ 100.00
Professional Fees - Legal Fees	£ 1,500.00	£ -
Professional Fees - Planning/Surveys	£ 1,472.00	£ 2,479.41
Professional Fees - Playground Inspections	£ 117.50	£ 144.00
Repairs and Renewals	£ 7,766.04	£ 5,148.58
Roman Park	£ 1,214.00	£ 1,712.75
Subscriptions	£ 35.00	£ -
Utilities - Changing Rooms Water	£ 31.27	£ 43.03
Utilities - Electricity Carpark Lights	£ 253.90	£ 171.63
Utilities - Electricity Changing Rooms	£ 231.92	£ 354.35
Utilities - Sulo Bins	£ 331.32	£ 422.44
Total Operating Expenses	£ 43,964.02	£ 39,738.99
Net Surplus	£ 23,343.61	£ 29,083.65