



**MINUTES OF THE ANNUAL MEETING  
HELD AT CREDENHILL COMMUNITY HALL ON 17<sup>th</sup> MAY 2023**

**PRESENT:**

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

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

No Members of the Press /Public present.

**The Chair opened the meeting at 7.00pm**

**1. Apologies for Absence**

Councillor Mr. Paul Burridge (PB)

Councillor Mrs Rebecca Norton (RN).

Letter of Resignation received from Councillor Miss. Jenni Hurcomb(JH)

**2. Minutes**

PA proposed to approve the minutes of the Annual Meeting of the Parish Council held on 18th May 2022, seconded by DE.

**3. Chair**

3.1. Receive report from Chair for 2022/23 – See Appendix A

3.2. RD proposed to elect ML as Chair for 2023/24, seconded by DE. No further nominations received. All members supported the nomination.

3.3. Declaration of acceptance of office of Chair signed by ML.

**4. Deputy Chair**

4.1. DF proposed to elect AS as Deputy Chair for 2023/24, seconded by DP. No further nominations received. All members supported the nomination.

4.2. Declaration of acceptance of office of Deputy Chair signed by AS

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

5.1. Standing Orders

5.2. Finance Regulations

5.3. Code of Conduct

5.4. Information Policy

5.5. Approve Risk Assessment schedule

PW proposed to adopt the policies 5.1 to 5.5, seconded by DF.

**6. Finances:**

6.1. PW proposed to adopt the Accounts for the Financial Year ended 31<sup>st</sup> March 2023 (Appendix B), seconded by DP.

6.2. PW proposed to Sign Section 1 – The Annual Governance Statement, seconded by DP.

6.3. PW proposed to Sign Section 2 – The Accounting Statements, seconded by DP.

6.4. It was agreed that the Bank Signatories and Banking Arrangements would remain the same:

Bank Signatories: Andrew Slater, Paul Warrington, Rebecca Norton, & Martin Leaton.

Banking Arrangements: 2 x Accounts with Lloyds Bank (Current & Reserve)

6.5. It was agreed that the Internal Auditor would remain as Mr David McKirdy

6.6. The Insurance Provision would remain with Zurich Town & Parish as we have agreed a 3-year policy in 2022 to retain a lower policy price. The Policy has been matched to the new revaluation of Land & Assets.

**CREDENHILL PARISH COUNCIL**



6.7. Proposed by PW to approve the Land and Assets Register, seconded by DP.

7. Proposed by DF to create the following Parish Working Groups for 2023/24:

- Finance & Asset Management (AS, ML, PW)
- Community Hall (SC, AS)
- Footpaths (PB)
- Shops/Businesses (DP)
- War Memorial (DE, ML)
- Schools (RD)
- Roman Park (DF, RN, ML, SC)
- Social Club (PA)
- Climate Change (SC, DF, EJ)
- Planning (PA, AS)

Seconded by DP.

8. It was agreed that meetings for the coming year would be on 3<sup>rd</sup> Wednesday of the month except for August (No meeting) at the Community Hall.

The Chair declared the meeting closed at 19:32

Name.....

Signed.....

Date.....



## Appendix A

### Chair's Report May 2023

The highlight of the year for me as Chair was presenting the Coronation Mugs to the children at school at their tea party. It made my day when one of them said "Is that the King?" Along with this public aspect of the role was reading the lesson at the Remembrance Day Service.

There is also the Chairing of the monthly Parish Council meetings. This involves letting everyone have their say, stopping certain people talking too much off the agenda and bringing the council to make sensible decisions to move things forward, and trying to finish by 9pm.

We welcome members of the public and they have two opportunities to speak, and we hope more would come and even join the council as we have been running with two vacancies.

None of what we do would be possible without the hard work of our two employees – our Parish Clerk and Responsible Finance Officer, Lee Harper-Smith, and our Grounds person, Emma Jones and our retained contractor Craig Powell.

Also we thank Bob Matthews our County Councillor for his dedication and hard work on our behalf with Hereford Council and their contractors – a frustrating and time consuming task.

I would also like to record my thanks to Jenni Hurcomb for her time given to the council formerly as Clerk and last year as Vice Chair, as she has now resigned from the council.

Lee deserves special mention for his control and analysis of our finances on so many projects and accounts, his skill at getting grants and keeping our precept to 0% increase. This year he has been very preoccupied with negotiating the new lease for the Resource Centre.

Our key areas of development this year have been:

- The letting of the Resources Centre to Life & Soul Kitchen
- New equipment in Roman Park
- The repair of the culverts by Highways England
- The arrival of the Bus Shelter
- Grants to Community Hall and Social Club and other organisations. (We wish more would apply. )
- The donation of a Coronation Oak Tree
- The planting of bulbs to enhance our environment.
- A new Community Centre Sign with more to follow.
- New football posts partly paid for by a grant.

What you don't see is the behind-the-scenes liaison with the above staff to ensure that the council's wishes are carried out and sensible progress is made between meetings so that no one feels isolated or acting alone but supported in their work.

Along with this I want to thank all the councillors for their support and taking on other roles and responsibilities around the village for us.

It has been a busy year – but as someone said to me recently "I think the Parish Council is doing a good job!"

*Martin J Leaton*  
Chair

# CREDENHILL PARISH COUNCIL



## Appendix B – Accounts for 2022/23

### Income & Expenditure 2022/23 - Summary

Income & Expenditure Credenhill Parish Council UNAUDITED ACCOUNTS	2022	2021
<b>Income</b>		
Precept	£ 43,500	£ 44,000
Other Income (Rent, Advertising, VAT, Hire Fees.)	£ 9,444	£ 34,950
<b>Total Income</b>	<b>£ 52,944</b>	<b>£ 78,950</b>
<b>Total Staff Costs</b>	<b>£ 14,206</b>	<b>£ 10,047</b>
<b>Gross Surplus</b>	<b>£ 38,738</b>	<b>£ 68,902</b>
<b>Operating Expenses</b>		
Advertising & Promotion - CCN/Website	£ 4,216	£ 3,362
Asset Management - Hedges/Grass/Trees/Litter/Cleaning	£ 9,224	£ 11,661
Local Grants	£ 4,424	£ 5,300
Office Costs	£ 924	£ 1,082
Professional Fees (Audit, Fire, Playground, Planning, Legal)	£ 2,736	£ 856
Memberships & Subscriptions	£ 44	£ 35
Insurance	£ 1,377	£ 1,270
Repairs and Renewals	£ 7,466	£ 9,092
Road Safety Improvement Costs	£ 39,528	£ 927
Roman Park	£ 31,255	£ 5,711
Utilities - Light & Heat	£ 2,774	£ 531
Trade Waste	£ 476	£ 464
<b>Total Operating Expenses</b>	<b>£ 104,445</b>	<b>£ 40,291</b>
<b>Net Surplus</b>	<b>-£ 65,707</b>	<b>£ 28,612</b>
<b>Bought forward Reserves</b>	£ 108,587	£ 79,976
Closing Balance Reserves 31/03/2023	<b>£ 42,881</b>	<b>£ 108,587</b>

# CREDENHILL PARISH COUNCIL



## Income & Expenditure 2022/23 – Detailed

Income & Expenditure  
Credenhill Parish Council

06 April 2023

UNAUDITED ACCOUNTS

2022-2023

2021-2022

### Income

Advertising - CCN	£ 1,647.60	£ 1,069.00
Bank - Interest	£ 97.10	£ 9.75
Grants Income	£ 1,248.00	£ 19,408.54
Hire of Changing Rooms	£ 180.00	£ 450.00
Donations	£ 2,800.33	£ 7,394.67
Precept	£ 43,500.00	£ 44,000.00
Rent	£ 2,767.62	£ 6,617.62
Utilities Recharges	£ 703.80	
<b>Total Income</b>	<b>£ 52,944.45</b>	<b>£ 78,949.58</b>

### Staff Costs

Payroll - Employee Pension Contributions	£ 2,042.40	£ 1,927.20
Payroll - Employer NI	£ 162.20	£ 118.45
Payroll - Employer Pension Contributions	£ 408.91	£ 289.08
Payroll - PAYE	£ 74.90	£ 27.70
Payroll - Salary & Wages	£ 11,512.97	£ 7,648.52
Payroll - Employee NI	£ 4.64	£ 36.30
<b>Total Staff Costs</b>	<b>£ 14,206.02</b>	<b>£ 10,047.25</b>

### Gross Surplus

**£ 38,738.43**

**£ 68,902.33**

### Operating Expenses

Advertising & Promotion - Newsletter	£ 4,122.00	£ 3,280.00
Advertising & Promotion - Website	£ 94.00	£ 81.77
Asset Mgmt - Cleaning	£ 90.00	£ 84.00
Asset Mgmt - Grass Cutting	£ 4,205.90	£ 3,672.21
Asset Mgmt - Hedge Cutting	£ 1,188.00	£ 1,142.00
Asset Mgmt - Litter Picking	£ 1,057.91	£ 5,055.00
Asset Mgmt - Maintenance	£ 989.63	£ 1,107.00
Asset Mgmt - Materials	£ 22.77	£ 77.01
Asset Mgmt - Tree Maintenance	£ 1,000.00	£ -
Asset Mgmt - Weed Control	£ 670.00	£ 524.00
Blooming Credenhill Project	£ 418.96	£ 526.98
Local Grants	£ 4,424.44	£ 5,300.00
New Signs for Community Centre	£ 1,375.00	£ 155.33
Office Costs - Homeworking Allowance	£ 180.00	£ 180.00
Office Costs - Printing	£ 107.91	£ 156.47
Office Costs - Room Hire	£ 170.00	£ 332.00
Office Costs - Software	£ 94.80	£ 194.80
Office Costs - Stationary	£ 103.79	£ 38.93
Office Costs - Telephone	£ 60.00	£ 60.00
Professional Fees - External Audit	£ 300.00	£ 300.00
Professional Fees - Fire Alarm Inspections	£ 180.00	£ 170.00
Professional Fees - Fire Extinguisher Inspections	£ 85.00	£ 74.99
Professional Fees - Internal Audit	£ 160.00	£ 160.00
Professional Fees - Legal Fees	£ 1,250.00	£ -
Professional Fees - Planning/Surveys	£ 637.33	£ 32.00
Professional Fees - Playground Inspections	£ 124.00	£ 119.00
Memberships & Subscriptions	£ 43.95	£ 35.00
Insurance	£ 1,377.39	£ 1,269.74

# CREDENHILL PARISH COUNCIL



06 April 2023

Income & Expenditure  
Credenhill Parish Council

UNAUDITED ACCOUNTS

	<b>2022-2023</b>	<b>2021-2022</b>
Repairs and Renewals	£ 5,672.06	£ 8,191.76
Road Safety Improvement Costs	£ 39,527.90	£ 926.95
Roman Park	£ 31,255.26	£ 5,711.07
School Sign	£ -	£ 218.00
Staff Costs - Memberships	£ 56.00	£ -
Staff Costs - PPE	£ 30.82	£ -
Staff Costs - Training	£ -	£ 20.00
Staff Costs - Travel & Subsistence	£ 120.21	£99.75
Utilities - Changing Rooms Water	£ 1,185.35	£ 38.50
Utilities - Community Centre Water	£ 160.58	
Utilities - Electricity Carpark Lights	£ 292.31	£ 272.45
Utilities - Electricity Changing Rooms	£ 187.99	£ 220.23
Utilities - Resource Centre	£ 947.62	
Utilities - Sulo Bins	£ 476.32	£ 463.84
<b>Total Operating Expenses</b>	<b><u>£ 104,445.20</u></b>	<b><u>£ 40,290.78</u></b>
<b>Net Surplus</b>	<b><u>-£ 65,706.77</u></b>	<b><u>£ 28,611.55</u></b>

# CREDENHILL PARISH COUNCIL



## Year End Balance Sheet & Year End Reserve Breakdown

Balance Sheet  
Credenhill Parish Council

06 April 2023

UNAUDITED ACCOUNTS	31st March 2023		31st March 2022	
<b>Assets</b>				
<b>Cash and Bank</b>				
Lloyds Bank - Current Account	£	2,472.71	£	9,907.48
Lloyds Bank - Reserve Account	£	41,767.61	£	100,670.51
Current Account - Uncleared Cheques			£	-
<b>Total Cash and Bank</b>	<b>£</b>	<b>44,240.32</b>	<b>£</b>	<b>110,577.99</b>
<b>Other Current Assets</b>				
Accounts Receivable	£	141.61	£	210.00
Prepayments	£	2,459.39	£	518.08
Other Debtors - HMRC PAYE	£	4.37	£	17.98
Other Debtors - HMRC VAT	£	1,184.76	£	1,227.47
<b>Total Other Current Assets</b>	<b>£</b>	<b>3,790.13</b>	<b>£</b>	<b>1,973.53</b>
<b>Total Assets</b>	<b>£</b>	<b>48,030.45</b>	<b>£</b>	<b>112,551.52</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	£	1,883.67	£	999.01
Accruals	£	2,098.68	£	1,369.61
Defibrillator Fund	£	423.90	£	423.90
Resource Centre - Rent Deposit			£	450.00
VAT 20%	-£	1.66	-£	23.60
VAT 5%			-£	0.03
Youth Club Funds	£	745.26	£	745.26
<b>Total Current Liabilities</b>	<b>£</b>	<b>5,149.85</b>	<b>£</b>	<b>3,964.15</b>
<b>Long-term Liabilities</b>	<b>£</b>	<b>-</b>	<b>£</b>	<b>-</b>
<b>Total Liabilities</b>	<b>£</b>	<b>5,149.85</b>	<b>£</b>	<b>3,964.15</b>
<b>Reserves</b>				
Reserves b/f	£	108,587.37	£	79,975.82
Current Year Change in Reserve	-£	65,706.77	£	28,611.55
<b>Total Reserves</b>	<b>£</b>	<b>42,880.60</b>	<b>£</b>	<b>108,587.37</b>
<b>Breakdown of Total Reserve Carried Forward</b>				
Roman Park	£	7,922.00	£	36,514.47
Roman Park Changing Rooms Plans	£	380.00	£	380.00
Resource Centre Lease Legal Fees	£	750.00	£	-
Land & Buildings Improvement Fund	£	27,636.00	£	-
War Memorial Improvement Fund	£	1,000.00	£	-
Repairs and Renewals	£	5,192.60	£	6,274.74
Culvert Repairs	£	-	£	26,000.00
Road Safety Fund	£	-	£	37,936.14
Blooming Credenhill Project	£	-	£	173.02
Community Centre Sign	£	-	£	1,309.00
School Sign	£	-	£	-
	<b>£</b>	<b>42,880.60</b>	<b>£</b>	<b>108,587.37</b>