



**MINUTES OF THE ANNUAL MEETING  
HELD AT CREDENHILL COMMUNITY HALL ON 15<sup>th</sup> MAY 2024**

**PRESENT:**

Councillor Mr. Martin Leaton Chair (ML), Councillor Mr. Andrew Slater Deputy Chair (AS), Councillor Mrs Dot Pullen (DP), Councillor Mr Paul Beechey (PA), Councillor Mrs Sandra Cheasley (SC), Councillor Miss. Deanna Pennington (DE), Councillor Mr Paul Warrington (PW), Councillor Mr. Paul Burrige (PB).  
Parish Council Clerk/RFO – Mr. Lee Harper-Smith (Clerk)

1 Members of the Press /Public present.

**The Chair opened the meeting at 7.03pm**

**1. Apologies for Absence**

Councillor Mr. Dan Fellows (DF), Ward Councillor Mr. Bob Matthews (BM).

**2. Minutes**

PW proposed to approve the minutes of the Annual Meeting of the Parish Council held on 17th May 2023, seconded by PA.

**3. Chair**

- 3.1. Receive report from Chair for 2023/24 (See Appendix A)
- 3.2. RD nominated ML as Chair for 2024/25, seconded by AS. No further nominations, ML unanimously elected as chair.
- 3.3. ML signed the declaration of acceptance of office of Chair

**4. Vice Chair**

- 4.1. AS nominated PA as Vice Chair for 2024/25, seconded by PW. No further nominations, PA unanimously elected as Vice Chair.
- 4.2. PA signed the declaration of acceptance of office of Vice Chair

**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

RD proposed to approve 5.1 to 5.5, seconded by AS.

**6. Finances:**

- 6.1. The RFO presented the Accounts for the Financial Year ended 31<sup>st</sup> March 2024. PB proposed to adopt the accounting statements, seconded by DP.
- 6.2. PB proposed to approve and sign Section 1 – The Annual Governance Statement, seconded by DP.
- 6.3. AS proposed to approve and sign Section 2 – The Accounting Statements, seconded by PA.
- 6.4. Current Bank Signatories and Banking Arrangements were noted. PB proposed to add PA to the bank signatories, seconded by AS. RFO to action.
- 6.5. RD proposed to retain Mr David McKirdy as the internal Auditor for the financial year, seconded by SC.
- 6.6. PB proposed to accept the insurance quote from Zurich for £1,673.85 for the year from 1st June 2024, seconded by PW.
- 6.7. SC proposed to approve Land and Assets Register with the following amendment: change Credenhill Nursery Ltd to Life & Soul Kitchen, seconded by RD.



**7. Agree Parish Working Groups**

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

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

3rd Wednesday of the month except for August (No meeting), February 2025 moved forward to 12<sup>th</sup> February due to school holidays, April 2025 moved forward to 9<sup>th</sup> April due to Easter Holidays.

The Chair declared the meeting closed at 19:32

Name.....

Signed.....

Date.....

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## Appendix A

Annual Report from the Chair: Cllr Martin Leaton

The year has seen progress and completion of several ongoing local projects:

- Improved recycling for Community Centre/ Social club site and Roman Park.
- Bus Shelter enhancement of site with new fencing and planting of trees and shrubs, maintenance plan in place.
- Bloomers – supported the planting of 5000 more bulbs as well as continued maintenance of barrels and existing areas, together with clearing of undergrowth around pond in Dovecote Lane. We thank Emma Jones for her lead and hard work in this and keeping the village tidy for us.
- Revaluation and registration of land
- Continuing with 5-year maintenance plan. Craig Powell still helps with this when he can, we thank him and wish him well.
- Finalised the Life & Soul Kitchen Agreement. Work has been slow to transform Resource Centre, but they hope to open soon.
- Ecroyd Park open space, Completion of land transfer from Hereford Council to Parish Council. £18k grant received from lottery for play equipment, quotations for equipment currently being obtained.
- Solar panels installation at Hall and Club project managed and part funded.
- New windows and doors at the Club
- New fencing at the Club to improve security and enhance garden.
- Precept: We again managed to keep increase at 0%

All of this has been efficiently achieved through the diligence of our Clerk and Financial Officer, Lee Harper-Smith, who I personally wish to thank for this and his cooperation with me.

Grants were awarded supporting local groups:

- Community Hall: Chairs and tables: £1000
- Magna Performing Arts: Projector (awaiting installation): £1000
- Parish Church: Churchyard maintenance: £800
- Primary School: Cost of Coronation mugs: £1875
- Sports & Social Club: Family Fun Day: £2000

I would also like to place on record the hard work and time spent by our re-elected County Councillor Bob Matthews. He works tirelessly behind the scenes and in Council for the community benefit on many issues. As you know certain decisions and actions are beyond his and our control which makes our work with Hereford Council frustrating at times.

Issues that have been given time and discussion at Parish Council and remain on the table for progress and resolution:

- Bus fares for children at Weobley School
- Maintenance of Yazor Brook overflow
- Dovecote Lane yellow lines
- Dovecote Lane Cider Mill repair

Cllr Price, cabinet member, attended one meeting, to receive comments.

Finally, a thank you to all the Parish Council, and especially to Andrew Slater, as he steps down as Deputy Chair, for their continued advice and support. We still have four vacancies!

Presented to Parish Council AGM 15.5.24

MJL

# CREDENHILL PARISH COUNCIL



## Appendix B – Accounts for 2023/24

### Income & Expenditure 2023/24 - Summary

Income & Expenditure Credenhill Parish Council UNAUDITED ACCOUNTS		06 April 2024	
	2023	2022	
<b>Income</b>			
Precept	£ 43,700	£ 43,500	
Other Income (Rent, Advertising, VAT, Hire Fees.)	£ 28,088	£ 9,444	
<b>Total Income</b>	<b>£ 71,788</b>	<b>£ 52,944</b>	
<b>Total Staff Costs</b>	<b>£ 15,795</b>	<b>£ 14,206</b>	
<b>Gross Surplus</b>	<b>£ 55,993</b>	<b>£ 38,738</b>	
<b>Operating Expenses</b>			
Advertising & Promotion - CCN/Website	£ 4,590	£ 4,216	
Asset Management - Hedges/Grass/Trees/Litter/Cleaning	£ 5,679	£ 9,224	
Local Grants	£ 6,860	£ 4,424	
Office Costs	£ 1,184	£ 924	
Professional Fees (Audit, Fire, Playground, Planning, Legal)	£ 3,099	£ 2,736	
Memberships & Subscriptions	£ 35	£ 44	
Insurance	£ 1,543	£ 1,377	
Repairs and Renewals	£ 25,550	£ 7,466	
Road Safety Improvement Costs	£ 1,285	£ 39,528	
Roman Park	£ 2,209	£ 31,255	
Utilities - Light & Heat	£ 577	£ 2,774	
Trade Waste	£ 660	£ 476	
<b>Total Operating Expenses</b>	<b>£ 53,524</b>	<b>£ 104,445</b>	
<b>Net Surplus</b>	<b>£ 2,469</b>	<b>-£ 65,707</b>	
<b>Bought forward Reserves</b>	£ 42,881	£ 108,587	
Closing Balance Reserves 31/03/2024	<b>£ 45,349</b>	<b>£ 42,881</b>	

# CREDENHILL PARISH COUNCIL



## Income & Expenditure 2023/24 – Detailed

Income & Expenditure  
Credenhill Parish Council

06 April 2024

UNAUDITED ACCOUNTS	2023-2024	2022-2023
<b>Income</b>		
Advertising - CCN	£ 2,010.00	£ 1,647.60
Bank - Interest	£ 460.97	£ 97.10
Grants Income	£ 18,000.00	£ 1,248.00
Hire of Changing Rooms	£ 400.00	£ 180.00
Donations	£ -	£ 2,800.33
Precept	£ 43,700.00	£ 43,500.00
Rent	£ 7,216.62	£ 2,767.62
Utilities Recharges	£ -	£ 703.80
<b>Total Income</b>	<b>£ 71,787.59</b>	<b>£ 52,944.45</b>
<b>Staff Costs</b>		
Payroll - Employee Pension Contributions	£ 1,168.00	£ 2,042.40
Payroll - Employer NI	£ 255.84	£ 162.20
Payroll - Employer Pension Contributions	£ 452.52	£ 408.91
Payroll - PAYE	£ 127.60	£ 74.90
Payroll - Salary & Wages	£ 13,790.65	£ 11,512.97
Payroll - Employee NI	£ -	£ 4.64
<b>Total Staff Costs</b>	<b>£ 15,794.61</b>	<b>£ 14,206.02</b>
<b>Gross Surplus</b>	<b>£ 55,992.98</b>	<b>£ 38,738.43</b>
<b>Operating Expenses</b>		
Advertising & Promotion - Newsletter	£ 4,483.90	£ 4,122.00
Advertising & Promotion - Website	£ 106.00	£ 94.00
Asset Mgmt - Cleaning	£ 181.35	£ 90.00
Asset Mgmt - Grass Cutting	£ 3,419.99	£ 4,205.90
Asset Mgmt - Hedge Cutting	£ 400.00	£ 1,188.00
Asset Mgmt - Litter Picking	£ -	£ 1,057.91
Asset Mgmt - Maintenance	£ 592.77	£ 989.63
Asset Mgmt - Materials	£ 64.75	£ 22.77
Asset Mgmt - Tree Maintenance	£ -	£ 1,000.00
Asset Mgmt - Weed Control	£ 1,020.00	£ 670.00
Blooming Credenhill Project	£ 484.21	£ 418.96
Defibrillator Costs	£ 9.66	
Election Costs	£ 216.20	£ -
Entertainment Expenses	£ 38.08	£ -
Land & Buildings Improvement Fund	£ 23,190.25	£ -
Local Grants	£ 6,859.90	£ 4,424.44
New Signs for Community Centre	£ -	£ 1,375.00
Office Costs - Homeworking Allowance	£ 180.00	£ 180.00
Office Costs - Printing	£ 122.87	£ 107.91
Office Costs - Room Hire/Setup	£ 585.50	£ 170.00
Office Costs - Software	£ 98.30	£ 94.80
Office Costs - Stationary & Equipment	£ 35.85	£ 103.79
Office Costs - Telephone	£ 60.00	£ 60.00
Professional Fees - External Audit	£ 420.00	£ 300.00
Professional Fees - Fire Alarm Inspections	£ -	£ 180.00
Professional Fees - Fire Extinguisher Inspections	£ -	£ 85.00
Professional Fees - Internal Audit	£ 170.00	£ 160.00
Professional Fees - Legal Fees	£ 950.00	£ 1,250.00
Professional Fees - Planning/Surveys	£ 1,365.33	£ 637.33

# CREDENHILL PARISH COUNCIL



06 April 2024

Income & Expenditure

Credenhill Parish Council

UNAUDITED ACCOUNTS

2023-2024

2022-2023

Professional Fees - Playground Inspections	£	194.00	£	124.00
Memberships & Subscriptions	£	35.00	£	43.95
Insurance	£	1,542.79	£	1,377.39
Repairs and Renewals	£	1,865.83	£	5,672.06
Road Safety Improvement Costs	£	1,284.63	£	39,527.90
Roman Park	£	2,209.00	£	31,255.26
Staff Costs - Memberships	£	-	£	56.00
Staff Costs - PPE	£	-	£	30.82
Staff Costs - Travel & Subsistence	£	101.13	£	120.21
Utilities - Changing Rooms Water	£	36.11	£	1,185.35
Utilities - Community Centre Water	£	-	£	160.58
Utilities - Electricity Carpark Lights	£	298.07	£	292.31
Utilities - Electricity Changing Rooms	£	242.51	£	187.99
Utilities - Resource Centre	£	-	£	947.62
Utilities - Sulo Bins	£	660.32	£	476.32
<b>Total Operating Expenses</b>	<b>£</b>	<b>53,524.30</b>	<b>£</b>	<b>104,445.20</b>

**Net Surplus**

**£ 2,468.68**

**-£ 65,706.77**

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# CREDENHILL PARISH COUNCIL



## Year End Balance Sheet & Year End Reserve Breakdown

Balance Sheet  
Credenhill Parish Council

06 April 2024

UNAUDITED ACCOUNTS	31st March 2024		31st March 2023	
<b>Assets</b>				
<b>Cash and Bank</b>				
Lloyds Bank - Current Account	£	3,194.26	£	2,472.71
Lloyds Bank - Reserve Account	£	36,128.58	£	41,767.61
Current Account - Uncleared Cheques				
<b>Total Cash and Bank</b>	<b>£</b>	<b>39,322.84</b>	<b>£</b>	<b>44,240.32</b>
<b>Other Current Assets</b>				
Accounts Receivable	£	227.58	£	141.61
Prepayments	£	681.74	£	2,459.39
Other Debtors - HMRC PAYE	£	-	£	4.37
Other Debtors - HMRC VAT	£	7,873.79	£	1,184.76
<b>Total Other Current Assets</b>	<b>£</b>	<b>8,783.11</b>	<b>£</b>	<b>3,790.13</b>
<b>Total Assets</b>	<b>£</b>	<b>48,105.95</b>	<b>£</b>	<b>48,030.45</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	£	879.46	£	1,883.67
Accruals	£	1,033.39	£	2,098.68
Defibrillator Fund			£	423.90
HMRC - PAYE Owing	£	98.56	£	-
VAT 20%	£	-	-£	1.66
VAT 5%				
Youth Club Funds	£	745.26	£	745.26
<b>Total Current Liabilities</b>	<b>£</b>	<b>2,756.67</b>	<b>£</b>	<b>5,149.85</b>
<b>Long-term Liabilities</b>	<b>£</b>	<b>-</b>	<b>£</b>	<b>-</b>
<b>Total Liabilities</b>	<b>£</b>	<b>2,756.67</b>	<b>£</b>	<b>5,149.85</b>
<b>Reserves</b>				
Reserves b/f	£	42,880.60	£	108,587.37
Current Year Change in Reserve	£	2,468.68	-£	65,706.77
<b>Total Reserves</b>	<b>£</b>	<b>45,349.28</b>	<b>£</b>	<b>42,880.60</b>
<b>Breakdown of Total Reserve Carried Forward</b>				
Roman Park	£	11,222.00	£	7,922.00
Roman Park Changing Rooms Plans	£	-	£	380.00
Resource Centre Lease Legal Fees	£	-	£	750.00
Land & Buildings Improvement Fund	£	4,446.00	£	27,636.00
War Memorial Improvement Fund	£	2,000.00	£	1,000.00
Repairs and Renewals	£	6,681.28	£	5,192.60
Backhouse Park Lottery Grant	£	18,000.00	£	-
Resource Centre/Hall Boundary Fence	£	3,000.00	£	-
	<b>£</b>	<b>45,349.28</b>	<b>£</b>	<b>42,880.60</b>