

## BARFORD SHERBOURNE & WASPERTON JOINT PARISH COUNCIL

Minutes of the Annual Meeting of the Joint Parish Council  
held at Barford Memorial Hall  
on Mon 14 May 18

<b>Present:</b>	Cllr T Merrygold (Chairman) Cllr: Mrs W Barlow, R Clay, Mrs A Gordon, J M Hawkesford, Mrs L Jones, Mrs V Hunt, M J Metcalfe, J V Murphy, Mrs R Newsome, N F J Thurley, J T Wright
<b>Apologies:</b>	Cllr: H Gadsden, Mrs D Haynes, A B Rhead, Mrs K E Thomson,
<b>In Attendance:</b>	Cllr L Caborn (WCC)

### Opening

- 1 The meeting opened at 7:30 pm
- 2 No members of the public were present.
- 3 The "Protocol for the Reporting at Meetings of the Council or Committees" was taken as read by members of the JPC and drawn to the attention of the public attending this meeting by means of printed leaflets.

### Declarations of Disclosable Interests

- 4 None was declared

### Election of Chairman of the Council for 2018-19

- 5 Cllr T Merrygold was elected.

### Election of Vice-Chairman of the Council for 2018-19

- 6 Cllr JV Murphy was elected.

### Appointment of Coopted Member for Barford

- 7 Cllr Mrs L M Jones was elected as a coopted member for Barford and took her seat.

### Public Participation

- 8 There was none

### Minutes of the Meeting of Council 12 Mar 18

- 9 The minutes were approved as a true record. There were no matters arising.

### Minutes of the Meeting of the Planning Committee 12 Mar 18

- 10 The minutes were approved as a true record. There were no matters arising.

### Minutes of the Meeting of the Planning Committee 3 Apr 18

- 11 The minutes were approved as a true record. There were no matters arising.

### Minutes of the Meeting of the Planning Committee 18 Apr 18

- 12 The minutes were approved as a true record. There were no matters arising.

## JPC Appointments for 2018-19

13 The following appointments were made:

	Planning	Disciplinary	Disciplinary Appeals	BMHMC	WDC Planning Forum@	WALC
Cllr Mrs W Barlow	✓	✓				
Cllr R Clay	✓		✓			
Cllr H Gadsden						
Cllr Mrs A Gordon	✓	✓				
Cllr J M Hawkesford						
Cllr Mrs D E Haynes	✓					
Cllr Mrs V Hunt		✓				
Cllr Mrs L M Jones				✓		
Cllr T Merrygold	✓*	✓*				✓
Cllr M J Metcalfe			✓			
Cllr J V Murphy	✓		✓**			✓
Cllr Mrs R Newsome	✓					
Cllr A B Rhead						
Cllr Mrs K E Thomson						
Cllr N F J Thurley	✓		✓			
Cllr J T Wright	✓	✓				

\*Chairman Ex Officio

\*\*Vice Chairman Ex Officio

@All members are free to attend, but voting may be limited on the day

## Cash Book Balances as at 31 Mar 18

14 The JPC took note of the following cash balances

- HSBC(1) £32,824.08
- HSBC(2) £9,693.15
- Santander £51,522.54

## Receipts and Payments

15 The JPC endorsed the following:

Date	Payee/er	Category	Total
1 Mar 18	M Hadley	Allotments Hire of Land	(125.00)
1 Mar 18	R J Smith	Allotments Hire of Land	(125.00)
1 Mar 18	T Merrygold	Chairman's Allowance	(481.00)
2 Mar 18	Warwickshire Marquee	BLIS: BSC	(386.00)
4 Mar 18	Tracey Heselton	Open Spaces Maintenance	(40.00)
5 Mar 18	Salaries	Employment Expenses	(33.29)
5 Mar 18	K M Treecare	BLIS: BSC	50.00
6 Mar 18	Smith Construction	BLIS	(495.00)
7 Mar 18	Bank Interest	Bank Interest	21.87
9 Mar 18	Viking Direct	Printing and Stationery	(47.99)
10 Mar 18	HMRC	Employment Expenses	(636.00)
12 Mar 18	Administration	Postage	(27.00)
12 Mar 18	Administration	Travel Expenses	(22.49)
12 Mar 18	MAG Consultancy	BLIS: BSC	(31.14)
14 Mar 18	WDC	BLIS: BSC	50.00

17 Mar 18	Frank Mann Farmers	Open Spaces Maintenance	(354.00)
20 Mar 18	Viking Direct	Printing and Stationery	(74.00)
21 Mar 18	Severn Trent	BLIS	21.94
26 Mar 18	J T Windows	Bus Shelters Maintenance	(60.00)
28 Mar 18	WALC	Printing and Stationery	(3.00)
28 Mar 18	WCC	BLIS: BSC	835.00
30 Mar 18	Administration	Postage	(45.20)
31 Mar 18	Bank Interest	Bank Interest	19.75
31 Mar 18	Tracey Heselton	Open Spaces Maintenance	(40.00)
31 Mar 18	HMRC	VAT BLIS	355.60
31 Mar 18	HMRC	VAT	84.71
31 Mar 18	Allotment Rents	Allotment Rents	1,045.80
31 Mar 18	Salaries	Employment Expenses	(810.58)
31 Mar 18	Administration	Office Accommodation	(61.00)

### Management Accounts as at 31 Mar 18

16 The JPC took note of the Management Accounts at Annex C

### Audit of Accounts as at 31 Mar 18

17.1 Annual Governance Statement 2017/18. The JPC adopted the statement at Annex A.

17.2 Accounting Statements 2017/18. The JPC adopted the statement at Annex B.

17.3 Internal Audit.

- The board received the Internal Auditor's report.
- The board approved payment of a £140 fee.

### Barford Youth and Community Centre

18 Cllr Mrs Barlow reported:

#### **STORAGE BUILDING**

Now erected - Racking has been purchased but not delivered yet Scouts are about to go on camp and will put equipment back on the racks in the garages when they return. Some work needed on the grass access to the garages to enable the trailer to be safely stored

One 'garage' will be used by Drama group for a trial period of three months - they have been forced to use commercial storage for a three-month period- Scouts do not need all three garages at present, though hopefully we will need storage space when existing hut is demolished deal with that when it happens.

#### **MAIN BUILDING**

We are being held up by the Architect who has been very slow producing the detail specification. Initial excuse was family bereavements and it is difficult to insist that our work should take precedence. Now two weeks late on revised promise. Action needed by BSGSG

We do need to revise our business plan to reflect this and to establish a time frame for the process. We know we need help with this.

Business Plan Time frame revised. To meet targets, we need to have finance targeted and place order by end 2018. With a 6-month lead time for major grant sources - we need to get quotes in as soon as possible. Alternative grant application advice being sought from WCAVA and other contacts.

#### **FINANCE**

End of year accounts (receipts and payments basis) produced and draft approved by ACM. We are beneath The Charity Commission £25,000 threshold which requires an Independent Examiner's report to allow the Accounts to be filed with the Charity Commission. We were hoping to get assistance on the presentation of these accounts but the people who offer assistance have recently withdrawn. Help needed as we hope to be over the threshold of £25k in the next year. Requests to be made to Parents and others. Must be some Accountants out there; it is just a case of finding one. Deadline for filing accounts is 31<sup>st</sup> January 2019 .

## **King George's Field**

- 19 Cllr Murphy reported:
- The uncertainty about a final bill from Severn Trent remains unresolved.
  - Cars being parked in Church Lane have caused damage to road verges. With WCC unable to help, self-help has included:
    - Rocks
    - Cones
    - Verge repair and reseed
  - There is a need to improve signage to control parking
  - A programme for pitch repair and improvement includes:
    - Over-seeding
    - Vertical drainage
    - Slitting and raking
    - A levelling survey
    - Soil analysis
  - Fires and barbecues are forbidden by the byelaws which are largely unknown or ignored. A strong enforcement regime will be imposed

## **Any Other Business**

- 20 Cllr Mrs Hunt repeated a request for pedestrian crossings over the Wellesbourne Road in Barford, pointing out that the very busy road separated the new developments and its occupants from the school and the shop. The question of using Section 106 monies to finance construction arose and the Clerk was advised by Cllr Caborn to pursue this line of investigation with WCC. [For review at the June meeting]
- 21 Cllr Mrs Gordon explained that the lease on the Sherbourne Village Hall expires in four years' time. Every proposal made so far to extend it had been rejected by the Landlord. She appealed for help and guidance from the JPC. This was promised. [For review at the July meeting]
- 22 Cllr Murphy gave notice that he would bring to the next meeting a proposal for the refurbishment of the roof of the heritage bus shelter in Barford. [For review at the June meeting]

## **Closure**

- 23 There being no further business, the meeting closed at 9:03pm

## **Date of Next Meeting**

- 24 The next meeting of the JPC is on Mon 11 Jun 18 at 7:30 pm in Sherbourne Village Hall.

It was resolved to adopt the following statement:

## Section 1 — Annual Governance Statement 2017/18

**We acknowledge as the members of: Barford Sherbourne & Wasperton JPC our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:**

	<i>Agreed</i>		
	<i>Yes</i>	<i>No*</i>	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its affairs.	✓		
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where appropriate.	✓		
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		
7. We took appropriate action on all matters raised in reports from internal and external auditors.	✓		
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A ✓

It was resolved to adopt the following statement:

**Section 2 – Accounting Statements 2017/18**

	<b>2017</b>	<b>2018</b>
1 Balance brought forward	169,700	136,125
2 (+) Annual precept	42,787	43,583
3 (+) Total other receipts	115,772	14,524
4 (-) Staff costs	17,207	17,383
5 (-) Loan interest/capital repayments	0	0
6 (-) Total other payments	174,926	16,741
7 (=) Balances carried forward	136,125	94,039
8 Total cash & investments	136,125	94,039
9 Total fixed assets and long-term assets	672,731	641,691
10 Total borrowings	0	0

### Management Accounts as at 31 Mar 18

<b>Executive Summary</b>		
Opening Balance 1 Apr 17	136,125	
Add Excess Income over Expenditure	(42,085)	
Closing Balance 31 Mar 18	<b>94,040</b>	
Designated Funds		
King George's Field	23,809	Residue of initial grants for BLIS
Barford Sports Club	6,697	Total of grants to BSC
BLIS Sinking Fund	10,000	Provision for long-term refurbishment
Barford Memorial Hall	1,501	Current balance
Barford Telephone Kiosk	200	Bond deposited by Barford Heritage Group for future costs
Election Expenses	2,000	JPC policy to reserve this early in the election cycle
Neighbourhood Watch	100	Current Balance
Provision for new mower	1,600	Purchase approved by JPC
Public Access Defibrillator	302	Current balance
Section 106	3,140	Reserved for specific housing developments
War Memorial Barford	470	Raised by public subscription. Unavailable for any other purpose
Total Designated Funds	<b>49,819</b>	
Total Reserve	<b>44,221</b>	Closing balance 31 Mar 18 less Designated Funds
Key Man Self Insurance	<b>13,556</b>	75% of Clerk's costs
Discretionary Reserve	<b>30,666</b>	Unallocated reserve

	<b>Budget 2017-18</b>	<b>Outturn 31 Mar 18</b>
<b>RECEIPTS</b>		
Allotments Rents	1,000	2,047
Bank Interest	200	160
BLIS		8,729
BVGP		5,387
Concurrent Services Contribution (WDC)	1,145	1,145
Council Tax Reduction Scheme	943	943
Grants: Rectory Paddock		1,953
Grants		410
Precept (WDC)	43,583	43,583
VAT	1,000	14,519
Wayleave	5	5
<b>TOTAL RECEIPTS</b>	<b>47,876</b>	<b>78,881</b>
<b>PAYMENTS</b>		
Allotments Hire of Land	500	500
Allotments Maintenance	150	
Allotments Water Charges	160	246
Audit Fees	810	575
Barford Leisure Improvement Scheme	5,000	63,687
Barford Memorial Hall		1,490
Barford Village Green Project		15,042
Bus Shelters Maintenance	525	435
Chairman's Allowance	481	481
Employment Expenses	17,342	17,383
Grants: Churchyard Maintenance	1,359	1,386
Grants: Community Centres	4,200	3,000
HM Land Registry		6
Insurance	3,000	1,715
Mowing Charges	4,225	6,786
Office Accommodation	732	732
Open Spaces Maintenance	5,000	3,255
Postage	140	144
Printing and Stationery	150	328
Rectory Paddock	500	1,736
Rural Footway Lighting	906	906
Section 137	100	56
Subs: SLCC	157	165
Subs: WALC	506	508
Training and Seminar Expenses	150	60
Travel Expenses	300	65
Venue Hire	170	180
War Memorial Wasperton	100	100
<b>TOTAL PAYMENTS</b>	<b>46,663</b>	<b>120,966</b>
<b>NET TOTALS</b>	<b>1,213</b>	<b>(42,085)</b>