

BARFORD SHERBOURNE & WASPERTON JOINT PARISH COUNCIL

Minutes of the annual meeting of the Joint Parish Council held at Barford Memorial Hall
on Mon 11 May 15

Present:	Cllr J V Murphy, (Chairman) Cllr: Mrs W Barlow, R Clay, H Gadsden, Mrs A Gordon, T Merrygold, Mrs R Newsome, N F J Thurley, J T Wright,
Apologies:	Cllr: M J Metcalfe, P A P Morris,
In Attendance :	Cllr L Caborn (WCC)

Opening

- 1 The meeting opened at 7:30 pm
- 2 One member of the public was present.

Election of Chairman of the Council for 2015-16

- 3 RESOLVED: That Cllr J V Murphy be and is hereby elected Chairman.

Election of Vice-Chairman of the Council for 2015-16

- 4 RESOLVED: That Cllr T Merrygold be and is hereby elected Vice-Chairman.

Declarations of Disclosable Interests

- 5 None was declared.

Public Participation

- 6 There was no public participation

Minutes of the Meeting of Council 9 Mar 15

- 7 The minutes were approved as a true record.

Matters arising

- 8 Minute 247. Cllr Mrs Gordon reported that the maintenance of the bicycle route from the Longbridge roundabout into Barford had been done well in the vicinity of the M40 but to a lesser standard elsewhere. The chairman undertook to chase up the appropriate officers.

Minutes of the Meeting of the Planning Committee 9 Feb 15

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

Minutes of the Meeting of the Planning Committee 9 Mar 15

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

Minutes of the Meeting of the Planning Committee 30 Mar 15

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

JPC Appointments 2015-16

- 12 The following appointments were made:

	Planning	Disciplinary Panel	Disciplinary Appeals	BMHMC	WALC
Cllr Mrs W Barlow	√	√			
Cllr R Clay	√		√		
Cllr H Gadsden	√	√		√	
Cllr P A P Morris	√				
Cllr J V Murphy	√*	√*			√
Cllr Mrs A Gordon	√	√			
Cllr T Merrygold			√*		√
Cllr Mrs R Newsome	√		√		
Cllr M J Metcalfe			√		
Cllr N F J Thurley	√		√		
Cllr J T Wright	√	√			

* Ex Officio Chairman

Cash Book Balances as at 30 Apr 15

- 13 The JPC took note of the following cash balances
- HSBC £ 4,574.66
 - Santander £ 57,934.90

Receipts and Payments

- 14 The JPC endorsed the following:

Date	Payee/er	Category	Total
4 Mar 15	Interest	Bank Interest	19.67
10 Mar 15	R Print Ltd	Barford Leisure Improvement Scheme	(305.40)
10 Mar 15	R Print Ltd	Barford Leisure Improvement Scheme	(297.00)
10 Mar 15	HMRC	Employment Expenses	(588.03)
26 Mar 15	Allotment Rents	Allotments Rents	992.89
31 Mar 15	Interest	Bank Interest	17.77
31 Mar 15	Salaries	Employment Expenses	(851.02)
31 Mar 15	Administration	Office Accommodation	(58.03)
30 Mar 15	Administration	Postage	(57.79)
30 Mar 15	Administration	Travel Expenses	(44.20)
10 Apr 15	HMRC	Employment Expenses	(674.15)
13 Apr 15	WALC	Subs: WALC	(501.00)
13 Apr 15	WDC	Rural Footway Lighting	(906.24)
13 Apr 15	S&D Window Cleaners	Bus Shelters Maintenance	(45.00)
13 Apr 15	WDC	Grant: BLIS	500.00
30 Apr 15	Salaries	Employment Expenses	(797.64)
30 Apr 15	Administration	Office Accommodation	(59.42)

Management Accounts as at 31 Mar 15

- 15 The JPC took note of the management accounts at Annex A to these minutes.

Audit of Accounts as at 31 Mar 15

16 Public Notices. The JPC's accounts must be delivered for audit to the external auditor by 8 Jun 15. The statutory notices informing the electorate of this process and of electors' rights of inspection have been posted on village notice boards.

17 Internal Auditor's Report.

17.1 The JPC took note of the report:

Cllr Murphy
Chairman to Barford, Sherbourne & Wasperton JPC
3 Barford Woods
Warwick
CV34 6SZ

27th April 2015

Dear Councillor Murphy

Internal Audit year ended 31st March 2015

As requested I have completed an examination of the financial statements and cashbook. In doing so I have verified the bank reconciliation and agreed the cashbook entries to the bank statements. I have also agreed expenditure to supporting documentation and to approval by the Councillors in the Minutes. I have reviewed VAT on the invoices to cash book entries.

The financial statements and cashbook are in very good order. The Clerk retains accurate records and files supporting documentation in a methodical order.

The financial statements are accurate and are supported by underlying financial records and documentation.

I would like to thank you for appointing me as your Internal Auditor. My fee for the audit is £85.

Yours sincerely

Louise Best

17.2 The JPC approved payment of the Internal Auditor's fee of £85

- 18 Accounting Statements. RESOLVED: That the following accounting statements be approved:

	Year ending	
	31 Mar 14	31 Mar 15
1 Balance brought forward	46,004	59,967
2 (+) Annual precept	29,070	40,170
3 (+) Total other receipts	13,742	16,952
4 (-) Staff costs	15,690	16,240
5 (-) Loan interest/capital repayments	0	0
6 (-) Total other payments	13,158	35,875
7 (=) Balances carried forward	59,967	64,993
8 Total cash & investments	59,967	64,993
9 Total fixed assets and long term assets	342,083	342,083
10 Total borrowings	0	0

- 19 Annual Governance Statement: RESOLVED: That the following governance statement be approved:

We acknowledge as the members of Barford, Sherbourne and Wasperton Joint Parish Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015 that:

- 1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.
- 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 codes of practice that could have significant financial effect on the ability of the council to conduct its business or on its finances.
- 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 the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- 6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.
- 7 We took appropriate action on all matters raised in reports from internal and external audit.
- 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 the council and, where appropriate have included them in the accounting statements.

Barford Leisure Improvement Scheme – Working Party Update

- 20 The JPC received the following update from the Chairman:

20.1 Sport England was now supportive of the project now that sufficient open space for provision of a larger football pitch had been retained in response to the FA's concerns. Whilst not fully meeting the FA recommendations the proposal was seen as an excellent compromise – the revised Planning Application was currently with WDC pending validation and decision.

20.2 Funding:

- The Activity Day in March raised almost £25k
- £75k had been received from Sport England to be spent before 31/12/2015
- Two landfill tax grants were pending
- Half of the s106 contribution from the Taylor Wimpey development has been received.
- WDC contribution of £30k was pledged but must be claimed by 31/12/2015.

In all more than £300k had been accumulated but since a considerable portion of this had to be spent by the end of the calendar year there was an urgency to complete as much as possible as soon as

possible. To that end the project was out for final specification and quotations and there were other grant applications pending along with a considerable local push on fundraising with a view to completing the whole project this year if at all possible. Regardless it was seen as desirable to complete at least those elements which had attracted time-limited funding to meet the appropriate deadlines.

It is intended to bring final quotations and appropriate proposals on implementations and completions to the next JPC for approval subject to planning permission and funding.

Any Other Business

- 21 Cllr Wright expressed concern over traffic breaking the speed limit in Wasperton and an appeal to alert residents should be included in Plurality.
- 22 Cllr Merrygold spoke of a campaign to have the speed limit in Watery Lane, Sherbourne reduced from 40mph to 30mph. He had already been told that the Police would not enforce the lower limit because traffic surveys measured the average speed as 34mph. Measured over the whole day 24% of traffic travelling in one direction broke the speed limit as did 25% travelling in the other. Within those statistics however was the fact that at peak times 40% of the traffic travelled at speeds above 40mph and he insisted that measures should be taken to reduce this.

Closure

- 23 There being no other business the meeting closed at 8:30pm.

Date of Next Meeting

- 24 The next meeting of the JPC is on Mon 8 Jun 15 at 7:30 pm in Sherbourne Village Hall.

EXECUTIVE SUMMARY

MANAGEMENT ACCOUNTS AS AT 31 MAR 15

Executive Summary

Opening Balance 1 Apr 14	59,968	
Add Excess Income over Expenditure	5,125	
Closing Balance 31 Mar 15	65,092	
Designated Funds		
Barford Leisure Improvement Scheme	16,469	Current balance
Barford Memorial Hall	4,151	Current balance
Barford Neighbourhood Development Plan	587	Current balance
Barford Parish Directory (CVS)	37	Current balance
Barford Telephone Kiosk	200	Bond deposited by Barford Heritage Group for future costs
Barford War Memorial	535	Raised by public subscription. Unavailable for any other purpose
Election Expenses (reserve for 2015)	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
Rural Footway Lighting 2015	910	Phased payment
Rural Footway Lighting 2016	910	Phased payment
Rural Footway Lighting 2017	910	Phased payment
Rural Footway Lighting 2018	910	Phased payment
WDC New Local Plan	1,300	Contingency for challenge
Total Designated Funds	30,620	
Total Reserve	34,473	Closing balance 31 Mar 15 minus total Designated Funds
Contingency (10% of Expenditure)	5,200	Hedge against inflation
Risk Management Reserve	12,703	75% of Clerk's costs
Discretionary Reserve	16,570	Unallocated reserve

MANAGEMENT ACCOUNTS 31 MAR 15

	Budget 2014-15	Outturn	Diff
RECEIPTS			
Allotments Rents	963	1,956	993
Bank Interest	25	106	81
Concurrent Services Contribution (WDC)	2,470	2,470	
Council Tax Support Grant (WDC)	2,013	2,012	(1)
Grants		9,993	9,993
Precept (WDC)	40,169	40,170	1
VAT prior year (HMRC)	400	410	10
Wayleave	5	5	0
TOTAL RECEIPTS	46,045	57,122	11,077
PAYMENTS			
Allotments Hire of Land	150	500	(350)
Allotments Maintenance	150		150
Allotments Water Charges	60	160	(100)
Audit Fees	335	325	10
Bank Charge	20	20	
Barford Leisure Improvement Scheme	10,000	1,270	8,730
Barford Memorial Hall		578	(578)
Barford Neighbourhood Development Plan		8,160	(8,160)
Bus Shelters Maintenance	525	420	105
Chairman's Allowance	458	458	
Employment Expenses	16,220	16,240	(20)
Grants: Churchyard Maintenance	1,295	1,296	(1)
Grants: Village Halls	3,990	2,850	1,140
Insurance	839	816	23
Mowing Charges	3,440	3,236	204
Notice Boards	200		200
Office Accommodation	697	697	
Open Spaces Maintenance	500	248	252
Postage	150	163	(13)
Printing and Stationery	500	300	200
Rural Footway Lighting	910	10,406	(9,496)
Section 137	100	20	80
Sherbourne Village Hall Refurbishment	2,675	2,675	
Subs: Information Commissioner	35	35	
Subs: SLCC	145	167	(22)
Subs: WALC	492	492	
Training and Seminar Expenses	300	40	260
Travel Expenses	300	259	41
Venue Hire	90	168	(78)
Wasperton War Memorial	100	100	
TOTAL PAYMENTS	44,676	51,998	(7,322)
NET TOTALS	1,369	5,125	