



**MINUTES OF THE PARISH COUNCIL MEETING:
1st February 2017**

Methodist Church, School Room, Moss House Lane

PRESENT: Cllr E Houghton (Chairman), Cllr A Taylor, Cllr T Brown
Cllr M Gelder, Cllr R Gelder, Cllr D Fenton.

IN ATTENDANCE: Angela Nicholls. Clerk to the Parish Council

Ref	No.	Item
469/17	1.	Apologies for Absence Cllr C Cowburn
470/17	2.	Declaration of Interests and Dispensations Cllr E Houghton, Cllr Tom Brown and Cllr Alan Taylor declared a pecuniary interest in Agenda item 13, dispensations applied. Cllr R Gelder, Cllr M Gelder declared a non pecuniary interest in Agenda item 6.
471/17	3.	Minutes of the Previous Meetings The minutes were approved after an amendment to item 7. from Village Hall Saving Fund to Village Hall Building Fund.
472/17	4.	Public Time The Chairman adjourned the meeting for public participation. A member of the public was present but did not wish to raise any comments. The Chairman reconvened the meeting.
473/17	5.	Off Road Cycle Track Cllr Taylor reported that he had checked the Cycle Track and it was in good condition.
474/17	6.	Finance The revised bank mandate removing the previous Clerk Roy Jones and adding the new Clerk Angela Nicholls was approved. A regular monthly payment of £12.00 via Standing Order to Redleg.net Ltd for the remainder of the financial year 2016-2017 and the full financial year 2017-2018 was approved and authorised. Payment were authorised for the following: Royal British Legion Poppy Wreath £25.00. Hoole Methodist Church three months heating for Parish meetings £60.00. Salary, PAYE for new clerk Angela Nicholls for January 2017 £259.08. Payment for the additional 32hrs worked by the Parish Clerk due to incomplete handover £331.52. It was resolved the Clerk would make an online application to HMRC to reclaim the tax refund made by the Parish Council in January 2017.

475/17	7.	<p>Grant Applications</p> <p>Councillor Taylor proposed revised Grant Application criteria. The proposal did not meet the Section 137 requirements that an organisation must:</p> <ul style="list-style-type: none"> • be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes; • have a constitution, or set of rules, which define its aims, objectives and operational procedures; • be able to provide a copy of its latest annual accounts and be able to demonstrate that the accounts are checked and signed by a person independent of the group; • have a bank account operated by a minimum of at least two joint signatories. <p>It was agreed that an amended proposal could be brought to the next meeting.</p>
476/17	8.	<p>Parish Councillor Vacancy</p> <p>It was resolved to delay the advertisement of Parish Councillor vacancy until the 8th February 2017.</p>
477/17	9.	<p>Due Diligence proposal</p> <p>Cllr Dawn Fenton presented the Due Diligence Proposal. With minor amendments, it was resolved to adopt the policy. The Clerk will keep an up to date record of the Due Diligence working papers for Audit purposes.</p>
478/17	10.	<p>Parish Council Newsletter</p> <p>It was agreed with minor amendments to send the Parish Council Newsletter to print. The Clerk was asked to organise printing 1000 A5 size at Rufford Printing.</p>
479/17	11.	<p>Asset Register</p> <p>It was resolved to agree the Asset Register after adding the Noticeboard which cost the Parish Council £1,176.00 (8/02/2016).</p> <p>It was resolved the Clerk would ask Redleg to purchase and set up the new Parish Council Laptop from the Transparency Fund. The Laptop will be added to the Asset Register once the purchase has been made.</p>
480/17	12.	<p>Risk Assessment</p> <p>It was resolved to add the Parish Council's contribution to the Village Hall to the Risk Management Register under item 3 Improper expenditure of money.</p>
481/17	13.	<p>Internal Audit</p> <p>It was resolved to appoint John Lawson as the Internal Auditor at a cost of £80.</p> <p>It was resolved to agree the terms of reference for the Internal Auditor.</p>
482/17	14.	<p>The Parish Clerks contract was reviewed</p> <ul style="list-style-type: none"> • It was resolved the Clerks salary and expenses will be paid monthly, • It was resolved the Clerks salary will be reviewed after three months' probationary period • It was resolved the written notice required by the Clerk and the Parish Council would mirror each other which will be three months for each party.
483/17	15.	<p>Previous Clerk</p> <p>The previous Clerk has still not provided sufficient information to enable his pay to be</p>

		processed or provided the remaining outstanding information. The previous Clerk told Cllr Taylor he would provide the information within the next two weeks of this meeting. It was resolved the new Clerk would need to work additional hours to fill to gaps to ensure there is sufficient information for Audit.
484/17	16.	Planning Applications None submitted this meeting
485/17	17.	Pinfold Land The Clerk reported that James Yates of Vincent's Solicitors had drawn up the following: <ol style="list-style-type: none"> 1. Contract for the sale of the land 2. Agreement for Surrender 3. Land Registry transfer document <p>James Yates went through the documentation with the Clerk on Friday 27th January 2017 and made some minor corrections. He advised which part of the forms would need to be signed by the Clerk in front of the Parish Council and which parts would need to be signed by the Parish Councillors in front of an independent witness.</p> <p>James Yates advised the following resolution was passed:</p> <p>It was resolved the Parish Council agree the Parish Clerk is authorised to sign the agreement on behalf of the Parish Council and bind the Parish Council in the agreement.</p> <p>James Yates advised none of the forms should be dated as he would date them on the day the sale would be completed then return a copy to the Clerk.</p>
486/17	18.	Much Hoole Village Hall <ul style="list-style-type: none"> • The Parish Council's New Village Hall Working Group had not yet met • An update on fund raising and other events in the Village Hall was presented • An update on the Village Hall fund position to date was presented.
487/17	19.	Community Engagement Strategy It was agreed that the Community Engagement Strategy would be carried forward to the next meeting.
488/17	21.	Items for the Next Agenda (for information only) Community Engagement Strategy Grant Policy
489/17	22.	Date of Next Meeting Wednesday 1 st March 2017