



Moston Parish Council

Minutes for the Annual General Meeting held on Tuesday, 1st May 2018, in St Peters Church Hall, Elworth, 7.30pm.

PRESENT Councillors:

A Holder (Chair)
M Sant
A Roscoe
D Nixon
S Harrop
R Beech
J Wray

The Clerk to the Council: Kristine Pemberton

Also present were 7 members of the public.

The meeting started at 19.32

1. TO RECEIVE NOMINATIONS FOR AND TO ELECT A CHAIRMAN FOR THE COMING YEAR.

Cllr Alan Holder was nominated by Cllr Sant and seconded by Cllr Nixon. There were no other nominations and therefore Cllr Holder was elected as the Chairman for the coming year.

2. TO RECEIVE THE DECLARATION OF OFFICE FROM THE NEWLY APPOINTED CHAIRMAN.

Cllr Holder signed his Declaration of Acceptance witnessed by the Clerk.

3. TO RECEIVE NOMINATIONS FOR AND TO ELECT A VICE- CHAIRMAN FOR THE COMING YEAR.

Cllr M Sant was nominated by Cllr Roscoe and seconded by Cllr Beech. There were no other nominations and therefore Cllr Sant was elected as the Vice-Chairman for the coming year.

4. TO RECEIVE THE DECLARATION OF OFFICE FROM THE NEWLY APPOINTED VICE-CHAIRMAN.

Cllr Sant signed his Declaration of Acceptance witnessed by the Clerk.

5. APOLOGIES FOR ABSENCE

Cllr Musgrave

6. DECLARATIONS OF INTEREST

There were no declarations of interest.

The Chairman of the meeting adjourned the meeting to allow questions from members of the public.

There were no questions

The Chairman reconvened the Council Meeting.

7. TO APPROVE THE MINUTES OF THE MEETING HELD ON 6TH MARCH, 2018.

It was resolved to approve the minutes of the meeting of 6th March 2018 a correct record. The minutes were duly signed by Cllr Holder as Chairman of the meeting.

8. TO APPOINT THE CHAIR, VICE CHAIR AND AGREE MEMBERSHIP OF THE PLANNING COMMITTEE FOR THE COMING YEAR.

It was resolved that the Chair, Vice-Chair and membership of the Planning Committee should remain unchanged for the 2018/2019 council year.

9. TO DECIDE IF THE PARISH CLERK HAS PASSED HER PROBATIONARY PERIOD

Resolved that the clerk has passed her probationary period. There was praise and appreciation from the members for how the clerk had got from zero experience in January to facilitating a full Annual meeting on the first of May.

10. TO APPOINT JDH BUSINESS SOLUTIONS AS THE INTERNAL AUDITOR FOR THE 2018/2019 FINANCIAL YEAR.

It was resolved to appoint JDH Business Solutions as the Internal Auditor of the Council for the 2018/2019 financial year.

11. TO APPOINT SHIRE PAY SERVICES LIMITED TO PRODUCE THE PAYROLL FOR THE COMING YEAR.

It was resolved to maintain Shire Pay Services Limited to produce the Payroll for the coming year.

12. TO REVIEW ITEMS AND ACTIONS ARISING FROM THE PREVIOUS MEETING:

Cllr Nixon took the letter to Flowcrete asking for them to tidy the road frontage which is now clear.

Street lights for the Parish are now available and are awaiting installation. Cllr Rosoe to continue to follow this up

13. TO REVIEW THE INSURANCE POLICY AND RENEWAL (DUE 1ST JUNE 2018)

Resolved for the clerk to renew the policy

14. TO RECEIVE AN UPDATE ON PROGRESS WITH THE NEW WEBSITE

Netwise has been appointed to provide the new website. An account has been set up and Cllr Harrop has completed a requirements form.

15. TO APPOINT A WORKING PARTY TO PROGRESS PARISH IMPROVEMENT PROJECTS THIS YEAR:

Resolved to appoint leads for each item to ensure each is progressed through the year as follows:

15.1 Signpost restoration – Cllr Nixon

15.2 Tree and bulb planting – Cllr Sant

15.3 Maintenance of Moston Green and relocation of phonebox – Cllr Harrop

16. TO DECIDE OF MOSTON PARISH COUNCIL SHOULD JOIN CHESHIRE COMMUNITY ACTION THIS YEAR

Resolved that Moston Parish Council should join Community action this year. Clerk to arrange.

17. FINANCES

(Details circulated prior to meeting where appropriate)

17.1 To receive the end of year accounts and budget comparison for the 2017/2018 financial year.

The Council received the end of year accounts and budget expenditure form the Clerk.

17.2 To approve the asset register dated 31st March 2018.

The asset register dated 31st March 2018 was approved by the Council and signed by Cllr Holder, the chairman of the meeting, and the Clerk. Resolved that the 'assets for disposal' would be disposed of with no anticipated revenue therefrom.

17.3 To consider and complete the Annual Governance Statement 2017/2018.

The Annual Governance Statement, 2017-2018 was reviewed and approved by the Council.

17.4 To review and approve the Accounting Statements 2017/2018.

The Accounting Statement, 2017-2018, was approved by the Council and signed by Cllr Holder, the chairman of the meeting, and the Clerk.

17.5 To approve payments and receipts.

The payments and receipts since 6th March 2018 were approved by the Council.

17.6 To receive the bank reconciliation

The council received the bank reconciliation

17.7 To review the banking arrangements.

Resolved that the council will continue with the current banking arrangements

17.8 To finalise review of audit from 2016/2017

The council received a table listing the audit findings from 2016/2017 and summarised the actions taken

18. CORRESPONDENCE

None received.

19. MEMBERS ITEMS AND REPORTS (INCLUDING FROM CHESHIRE EAST COUNCILLORS PRESENT)

The Government have launched a consultation around changes to the planning system which could have a major effect on Local Wildlife sites. Some sites could lose their protected status. The council will respond and we would also ask residents to respond as well.

Resolved for Cllr Hoder to produce a response

Cllr Nixon is discussing safety improvements for the T junction at the end of Mill lane.

20. DATE/TIME AND PLACE OF NEXT MEETING

The next Moston Parish Council meeting will take place on Tuesday, 3rd July 2018 at St Peters Church Hall, immediately following the Planning Committee Meeting.

Meeting Concluded at 20.19

Appendix - Briefing Materials

Item 9

On the 10th of April the Chairman and Vice Chairman had a review with Mrs Pemberton, it being the end of her 3 month probationary as Clerk and RFO.

The motion from the Chair is that the Council resolve and record that Mrs Pemberton's probationary period was very successful and that Mrs Pemberton has met all expectations.

Item 17.1

MOSTON PARISH COUNCIL - BUDGET AND EXPENDITURE 2017/2018 to end Mar 2018

EXPENDITURE	BUDGET 2017-2018	Expenditure to date	Difference vs budget
Clerk's Salary	£2,100.00	£2,183.61	-£83.61
Paid to clerk		£1,972.06	
HMRC Tax (Clerk)		£211.55	
General admin:	£150.00	£715.42	-£565.42
Stationery:			
Print cartridges		£75.88	
Other Stationery		£52.74	
Other admin		£586.80	
Website/ICT costs	£100.00	£374.22	-£274.22
Insurance (Paid annually)	£180.00	£190.89	-£10.89
Payroll Costs (Paid annually)	£150.00	£116.00	£34.00
Audit Fees:	£130.00	£136.80	-£6.80
Internal Audit (Paid once annually)		£136.80	
External Audit (Paid once annually)			
Subscriptions:	£110.00	£200.25	-£90.25
ChALC - Annual Subscription	£110.00	£103.25	
Cheshire Community Action		£20.00	
SLCC (contribution to clerk's sub)		£77.00	
Meeting Room Hire	£110.00	£194.33	-£84.33
Training	£300.00	£178.80	£121.20
Grants/S137 Donations	£400.00	£17.11	£382.89
Other Council Costs/Miscellaneous:	£1,950.00	£1,234.00	£716.00
Bulbs for Moston Parish	£300.00	£0.00	£300.00
Parish Repairs	£500.00	£110.00	£390.00
Land Registry Searches	£150.00	£0.00	£150.00
Planning Consultancy Charges	£1,000.00	£1,119.00	-£119.00
Misc.		£5.00	-£5.00
Transparency fund		£727.98	
New Parish Signs	£2,000.00	£1,191.60	£808.40
Planning reserves ***	£2,000.00	£0.00	£2,000.00
Neighbourhood Plan	£0.00	£5,133.19	-£5,133.19
TOTAL	£11,740.00	£12,594.20	

Notes:

*** - The Planning Reserves amount of £2000 is an emergency reserve to be built on year on year to cover any necessary planning appeals. Money held in the reserve account.

Item 17.2

MOSTON PARISH COUNCIL 31st March 2018

ASSETS REGISTER

Item	Model	Serial	Purchase Date	Net Cost	Location
Notice Board	-----	-----	-----	1.00	Roadside
Notice Board	-----	-----	-----	1.00	Roadside
Notice Board	-----	-----	-----	1.00	Roadside
Lenovo Laptop	Ideapad 320S	MP1CHPXY	07/02/2018	399.99	Clerk
Printer and scanner	Brother MFCJ6530D	E75872J7F134791	07/02/2018	124.99	Clerk
BT Phone Box	-----	-----	-----	1.00	Roadside
Boundary Signs	-----	-----	02/05/2018	1191.60	Roadside
Bench	-----	-----	14/01/2013	320.00	Moston Green
Salt Box	-----	-----	31/01/2013	50.00	Moston Green
Salt Box	-----	-----	31/01/2013	50.00	End of Clay Lane
Salt Box	-----	-----	31/01/2013	50.00	Red Lane
			TOTAL	2140.58	

Assets for disposal

Item	Model	Serial	Purchase Date	Net Cost	Location
3 drawer filing cabinet	-----	-----	-----	1	Clerk
Samsung Copier	SCX-4100	BAAX613396D	24/02/2005	85.1	Clerk
DELL Laptop	Inspiron N7110	38609740945	10/01/2012	504.77	Clerk
Samsung printer	ML1865-W	Z51XBKCB500672M	10/01/2012	82.46	Clerk
Office 2010 software	-----	-----	10/01/2012	84.61	Clerk

Item 17.4

Accounting statements and Variance 2017/2018

	Year ending			
	31/03/2017 £	31/03/2018 £	% change	Reason for variance
Balance brought forward	5785	8345	44%	Reserves increased to cover potential election and potential planning disputes as agreed at council meeting 9 January 2018
Precept or Rates and Levies	7000	7000	0%	
Total Other Receipts	111	7418	6583%	Received 2 grants from transparency fund (14Nov17 received £650 for laptop and printer; 14Mar17 received £963 for website and emails)and a grant for neighbourhood plan (10nov17 received £5804)
Staff costs	2499	2184	-13%	
Loan interest/capital repayments	0	0	0%	
All other payments	2052	10411	407%	Includes spending of the grants received for neighbourhood plan and transparency code
Balances carried forward	8345	10168	22%	Reserves increased to cover potential election (£3000) and potential planning disputes
Total value of cash short term investments	8345	10168	22%	
Long term fixed assets plus long term investments and assets	1181	2141	81%	Purchase of boundary signs and laptop
Total borrowings	0	0	0%	

Item 17.5

Cheque date or payment date	Type of Transaction	Cheque Number	Recipient	Details	Total Amount
10/03/2018	Cheque	574	Civitas Planning Ltd	Consultancy work supporting objection letter	£210.00
16/03/2018	Cheque	575	Cheshire Community Action	neighbourhood plan preparation work	£1,890.00
27/03/2018	Cheque	576	Elworth PCC	room hire for meetings and neighbourhood plan drop in	£71.00
28/03/2018	Cheque	577	RJ Signs and graphics	Banners for neighbourhood plan	£119.30
28/03/2018	Cheque	578	Viking	Paper, envelopes, stamps and printer ink for neighbourhood plan (invoice 82738)	£267.40
28/03/2018	Cheque	579	Viking	ink cartridges and coffee	£67.79
28/03/2018	Cheque	580	Kristine Pemberton	black and magenta ink from cartridge world as viking out of stock	£107.86
29/03/2018	Cheque	581	Viking	ink cartridges	£47.95
07/04/2018	Cheque	582	Viking	Printer toner	£47.06
07/04/2018	Cheque	583	K Pemberton	Salary, overtime	£290.42
01/05/2018	Cheque	584	CHALC	annual membership, finance course K pemberton, planning course D Nixon	£246.20
01/05/2018	Cheque	585	D Nixon	Land registry searches	£24.00
01/05/2018	Cheque	585	D Nixon	Flowers for Moston Green	£20.00

Item 17.6

Bank Reconciliation -31 March 2018
MOSTON PARISH COUNCIL
Financial year ending 31 March 2018

Prepared by: Kristine Pemberton, Parish Clerk & RFO
Checked by:
Date:

Balance per bank statements as at 31 March 2018	£	£
Current Account (07572433)	£9,024.85	
Reserve Account	£5,001.17	
		£14,026.02
Less: any unpresented cheques at 31 January 2018		
559 D Nixon	£5.00	
568 Cheshire Community action	£1,281.20	
575 Cheshire Community action	£1,890.00	
576 Elworth PCC	£71.00	
577 RJ signs and graphics	£119.30	
578 Viking	£267.40	
579 Viking	£67.79	
580 K Pemberton	£107.86	
581 Viking	£47.95	£3,857.50
Add: any unbanked cash at 31 March 2018	None	
Net bank balances as at 31 March 2018		£10,168.52
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows		
<u>CASH BOOK</u>		
Opening Balance		£8,344.30
Add: Receipts in the year		£14,418.42
Less: Payments in the year		£12,594.20
Closing balance per cash book [receipts and payments book] as at 31 March 2018(must equal net bank balances above)		£10,168.52

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Date	Details	Withdrawn	Paid in	Balance
5 Mar 2018	BROUGHT FORWARD			9,695.67
14 Mar	Automated Credit CHESHIRE ASSOCIATI TRANSPARANCY FUND FP 14/03/18 1106 000000000116421968		963.00	
19 Mar	Cheque 000571	217.42		10,441.25
	Cheque 000572	18.00		
	Cheque 000573	18.40		
	Cheque 000574	210.00		10,194.85
27 Mar	Cheque 000570	1,170.00		9,024.85
3 Apr	Cheque 000568	1,281.20		
	Cheque 000575	1,890.00		5,853.65
5 Apr	Automated Credit CHESHIRE EAST BORO BLANKS		4,000.00	9,853.65

Account Number 07572433

MOSTON PARISH COUNCIL.

439 Branch sort code 01-07-80
National Westminster Bank Plc**Account Transaction Details**MOSTON PARISH COUNCIL
MOSS HOUSE, PLANT LANE
MOSTON, SANDBACH
CHESHIRE

CW11 3PG



Sandbach

At 04 April 2018 12:58 pm

Branch Sort Code: 010780
Account Number: 96473193 - Business Reserve Account

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Date	Type	Description	Withdrawn	Paid In	Balance
29-Mar-2018	Interest	29MAR GRS 96473193		£0.20	£5,001.17
05-Mar-2018	STATEMENT PRODUCED			£0.19	£5,000.97
28-Feb-2018	Interest	28FEB GRS 96473193		£0.23	£5,000.78
31-Jan-2018	Interest	31JAN GRS 96473193		£0.20	£5,000.55
29-Dec-2017	Interest	29DEC GRS 96473193			
05-Dec-2017	STATEMENT PRODUCED			£0.17	£5,000.35
30-Nov-2017	Interest	30NOV GRS 96473193			

Item 17.8

Internal Audit Report

Moston Parish Council

2016/2017

Action Plan

	ISSUE	RECOMMENDATION	FOLLOW UP
1	The annual return cast to £8345 closing balances, however, £8344 is disclosed for cash and bank in the annual return. The difference is due to rounding	The rounding error in the annual return should be corrected by increasing cash and bank by £1 to £8345	Corrected by the Clerk on the annual return (Minutes council meeting 4 July 2017)
2	Financial Regulations are in draft form only	The council needs to review these Financial Regulations, edit where required and adopt at the next council meeting	Updated financial regulations agreed at Council meeting 5 September 2017. Minor updates made and agreed at council meeting 6 March 2018
3	Year end reserves are in excess of 180% of net operating expenditure. Sector guidance is that general reserves should be between 3 months and 12 months of net operating expenditure	The council should review the level of reserves and where medium term community projects and schemes are identified, set aside amounts as specific earmarked reserves. For instance, the minutes do record that a noticeboard costing £1400 is due to be paid for in 2017/18. The remaining general reserves levels should be reviewed in relation to the sector guidance. If the general reserves are then deemed excessive the precept should be reduced	The reserves at the end of 2017/2018 year are composed of 2 items: <ol style="list-style-type: none">1. £3000 in case an election needs to be held2. £5000 are planning reserves in case we need to address a traveller application. This amount will be built up each year
4	No 2015/16 or 2016/17 VAT reclaims had been received as at the date of the audit	VAT returns should be submitted on a timely basis as there are strict time limits for the periods for which reclaims can be made	These will be submitted, along with 2017/18 by the end of May 2018