

**Minutes of the ANNUAL MEETING OF THE COUNCIL held at the Village Hall, Corfe Mullen on Tuesday 14<sup>th</sup> May 2019 commencing at 7.00 p.m.**

**Present:** Cllr Sowry-House - Chairman

Cllrs	Craven	P Holland	Lortie
	Everett	Honeyman	Mattocks
	Harrison	Howard	Stennett
	A Holland	Jefferies	

Officers in attendance: Katrina Blee (Clerk) and Sheila Bird (Assistant Clerk).

**PUBLIC DISCUSSION PERIOD**

There were three members of the public present.

Before commencing the meeting, the outgoing Chairman, Cllr Harrison congratulated those who had been elected and added that there will be an update on one of the seats later in the meeting. The Clerk confirmed that she would be asking the new Chairman to take an emergency item in this respect.

**19/01 Election of Chairman**

Cllr Harrison nominated Cllr P Holland and Cllr Honeyman seconded the nomination.

Cllr Craven nominated Cllr Sowry-House and Cllr Everett seconded the nomination.

There being no other nominations, voting then took place as follows:

For Cllr P Holland: 4

For Cllr Sowry-House: 7

Cllr Sowry-House was therefore duly elected Chairman and completed his Declaration of Office as Chairman before taking the chair.

The Chairman also expressed thanks to Gail Pape for standing and regret that she is unable to take up office and hoped that her personal situation improves.

He also wished to thank Alan Perry and Susanne Parkin for their services as councillors and in addition recorded thanked Cllr Harrison for his chairmanship over the last year.

**19/02 Election of Vice-Chairman**

Cllr Sowry-House nominated Cllr Jefferies and Cllr P Holland seconded this nomination.

Cllr Harrison nominated Cllr Mattocks and Cllr A Holland seconded this nomination.

There being no other nominations, voting then took place as follows:

For Cllr S Jefferies: 4

For Cllr Mattocks: 5

Cllr Mattocks was therefore duly elected Vice-Chairman.

**19/03 Apologies for Absence**

Apologies for absence were received from Cllr Barron.

**19/04 Declarations of Acceptance of Office**

All members present had completed their declarations of acceptance of office in advance the meeting.

The Clerk confirmed that Cllr Barron had previously signed his declaration of acceptance of office.

**19/05 Declarations of Interest**

There were no declarations of interest.

**19/06 Registrable Interests**

The Clerk confirmed that she had distributed Registrable Interests Forms which must be submitted to her by 30<sup>th</sup> May 2019. Most had already been submitted.

**19/07 Minutes of Previous Meeting**

The minutes of the Parish Council meeting held on 23 April 2019 were approved.

*Nem Con.*

**19/08 Appointments to Committee and Sub-Committees**

Following a request from Cllr Howard, the Clerk gave an overview of the duties of each committee and the Staffing Sub-Committee. The following appointments were made:

Planning Committee: Barron, Everett, A Holland, Honeyman, Howard, Mattocks, Stennett and Sowry-House.

Community Services Committee: Cllrs Barron, Craven, P Holland, Honeyman, Jefferies, Lortie, Mattocks and Sowry-House.

Finance & Administration Committee: Cllrs Craven, Harrison, A Holland, P Holland, Howard, Stennett and Sowry-House (1 vacancy).

Staffing Sub-Committee: Cllrs Honeyman, Lortie, P Holland, Jefferies and Sowry-House.

*Nem Con.*

Membership of committees and sub-committees will be reviewed once the vacancy to Council has been filled.

**19/09      Representatives to outside bodies**

Representation to outside bodies was reviewed and no changes were made. The following members were appointed as representatives to outside bodies:

DAPTC Eastern Area Committee: Cllr Honeyman (one vacancy).

DAPTC Towns & Larger Parishes Committee: Cllrs P Holland and Cllr Howard.

Beacon Hill Liaison Sub-Committee: Cllrs Jefferies and Sowry-House.

Corfe Mullen Sports Association: Cllrs Harrison and Honeyman.

Corfe Mullen Youth Trust: Cllr Lortie.

*Nem Con.*

**19/10      General Power of Competence**

The following resolution was passed:

“The Council resolves that it meets the prescribed conditions to use the General Power of Competence as detailed below:

At the time of this resolution:

- (i) the number of members of the council that have been declared to be elected, at the ordinary elections held on May 2nd 2019 is equal to or greater than two-thirds of the total number of members of the Council;
- (ii) the Clerk to the Parish Council holds the AQA Certificate in Local Council Administration with distinction;
- (iii) the Clerk to the Parish Council has completed the relevant training in the GPC and achieved a pass in the CiLCA module on the GPC;

and that therefore it shall be an eligible Parish Council for the duration of the eligibility period.”

*Nem Con.*

19/11

**Accounts for payment**

The following accounts were authorised for payment after some members' queries were addressed:

<b>PARISH COUNCIL ITEMS</b>		
201308	Sting in the Tale - grant	250.00
201309	Dorset Electrical - emergency lighting repairs in office	329.70
201310	ESPO - toilet rolls & notebooks	12.18
201311	DAPTC - annual subscription	1287.09
201312	SSE Lighting - Pine Road repair	137.06
201313	Secure Alarms - alarm service groundstaff building	86.40
201314	Arco x 3 - clothing and PPE for new groundsman	306.31
201315	Do the Numbers Ltd. - Internal Auditor's fee 2018-19	750.00
201316	Sage - payslips	72.12
201317	K9 Security - recreation security for April	768.00
201318	HMRC - PAYE/NIC Month 2	2606.41
201319	DCPF - Superannuation Month 2	3008.53
201320	Nat West – tfr of funds	50000.00
201321	PSDF – tfr of funds	60000.00
autopay	Month 2	7862.43
dd 25.05.19	Chubb - fire extinguisher rental g'staff building May	17.42
dd 13.05.19	UK Fuels - fuel	102.01
dd 25.05.19	NatWest - autopay insertion fee	4.00
dd 19.05.19	S Electric - streetlight energy April	49.82
card 30.04.19	Helping Hand - 2 x litter pickers for groundstaff	41.98
	<b>TOTAL</b>	<b>127691.46</b>

<b>VILLAGE HALL ITEMS</b>		
201310	ESPO - toilet rolls & washing up liquid	34.07
201309	Dorset Electrical - emergency lighting repair	346.56
dd 15.05.19	Dual Energy - electricity usage April	164.33
dd 24.04.19	TalkTalk - broadband	46.48
	<b>TOTAL</b>	<b>591.44</b>

*Nem Con*

19/12

**Internal Auditor's Report**

The following Internal Auditor's report and Clerk's comments were received.

19/05

## Do the Numbers Limited

37 Upper Brownhill Road  
Southampton, SO16 5NG

023 8077 2341

1<sup>st</sup> May 2019

Katrina Blee, Clerk  
Corfe Mullen Parish Council,  
Council Office, Towers Way  
Corfe Mullen,  
Dorset BH21 3UD

Dear Katrina,

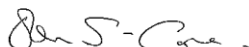
**Subject: Review of matters arising from Internal Audit for 31 March 2019**

Please find below the list of matters arising from my visits today and earlier in the year. Overall I found the records and systems of the council to be in excellent order.

Control	Issue	Recommended Action
Electronic Payments	The controls of the council are such that changing from cheques to electronic payments would increase transparency, save officer time and administration cost and allow the bank statement to become a useful record of the accounts.	Under the "Safeguarding Public Money" guidance, the council could add electronic payments to its existing bank account using the controls that already work for the credit card.
Transparency code	The asset register on the website only includes land and buildings rather than all assets.	When the register is approved at year end, the full document should be published to the website.
Flagpoles	The council has considered acquiring a flagpole for ceremonial purposes.	Before doing so, members and officers need to ensure that they understand the obligations and implications of such a move ( <a href="#">Government guidance here</a> )
Quotes and tenders for work	When the council awards contracts for work following a quote or tender process, it does not always clearly name the winner and the amount of the contract.	As such items, when they are paid, are likely to be significant, care should be taken to ensure that the advance minute approval is clear.
Social media accounts.	The council does not at present have any social media accounts. The website of the council meets all of the requirements of the Transparency Code and freedom of Information act.	If the council were to bring in social media accounts, sufficient officer resources would be needed and clear policies and protocols adopted to meet best practice.

Please find enclosed my invoice for the agreed fee. If either you or your councillors have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

eleanorgreene@thedunnefamily.co.uk

Registered in England No. 7871759

Director: Eleanor S Greene

### Clerk's comments

It is pleasing that yet again the Council's record and systems have found to be in excellent order, and Eleanor has also given a reduction in her invoice of £200 for the exemplary records. I am pleased that I have been able to achieve this for seventeen years in a row since I first started with the Council.

Electronic payments	<p>Eleanor's point is that the following controls are in place:</p> <ol style="list-style-type: none"> <li>1. Budget is set</li> <li>2. Payment schedule agreed at meeting</li> <li>3. Payments made after this approval</li> <li>4. The bank accounts are reconciled monthly.</li> <li>5. A Councillor checks the bank reconciliation monthly so can see if there were ever any unauthorised payments gone out.</li> <li>6. The Clerk/RFO regularly (at least quarterly) checks the bookkeeping undertaken by an Assistant Clerk for any posting errors.</li> <li>7. The Council monitors expenditure against the budget.</li> </ol> <p>In addition she advises that dual authorisation for bank payments is not necessary, due to the above controls in place.</p> <p>Electronic payments are now common practice in many parish and town councils, and I recommend that this is introduced.</p> <p><b>For decision.</b></p>
Transparency Code	Noted and will be actioned after the AGAR is approved ( <i>Item 14 on this agenda</i> ).
Flagpoles	Noted. The guidance Eleanor cites will be put forward to the Community Services Committee with the experience of other town and parish councils before a final decision is made.
Quotes and tenders for works	This refers to a single incident when the minutes cited the winning contractor as Company A. The winning contractor is normally clearly named in the minutes.
Social media accounts	<p>As Eleanor states, the Council is fully compliant and is under no obligation have a Facebook page.</p> <p>Members of the public are legally entitled to film Council meetings should they so wish.</p>

In respect of electronic banking, the Clerk suggested that this issue be discussed at the first meeting of the Finance & Administration Committee in July. This was agreed. It was also agreed to discuss social media at a future meeting.

*Nem Con.*

The rest of the report and Clerk's comments were noted.

**19/13 Annual Governance and Accountability Return (AGAR) – Appendix 1**

- a) The Annual Governance Statement (Section 1 of the AGAR) was completed and signed by the Clerk and Chairman.
- b) The Accounting Statements (Section 2 of the AGAR), The Accounting Statements (Section 2 of the AGAR) having previously been certified by the Clerk/RFO, were approved and the Chairman signed to confirm this.

**19/14 Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return**

The dates for the Notice of Public Rights and Publication of the unaudited Annual Governance & Accountability Return (AGAR) for the year ended 31<sup>st</sup> March 2019 were confirmed as Monday 17<sup>th</sup> June to Friday 26<sup>th</sup> July 2019. The notice and unaudited AGAR will be published on the website and displayed on the Parish Council noticeboards.

*Nem Con.*

**19/15 Management Accounts – Appendix 2**

The annual Management Accounts and accompanying notes were noted, and members' queries answered by the Clerk.

The need for the Parish Council, in conjunction with the newly elected councillors for Dorset Council representing Corfe Mullen to press for the asset transfer of the 'county field' at the recreation ground was stressed and research undertaken as to whether any security of tenure can be claimed. It was agreed that this issue would be referred to the Community Services Committee.

**19/16 Bank Account Signatories**

The following members were appointed as bank account signatories:

For the Parish Council accounts:

The Clerk plus Cllrs Everett, A Holland, Harrison, P Holland, Jefferies, Mattocks and Sowry-House.

For the Village hall accounts:

The Clerk, both Assistant Clerks and Cllrs A Holland and Sowry-House.

*Nem Con.*

**19/17 Items of Information and Matters for Forthcoming Agendas**

- a) Cllr Craven suggested the following items for future discussion and consideration:

- (i) Social media presence for the Parish Council;
- (ii) Live streaming of meetings;
- (iii) Provision of additional bins, especially recycling bins;
- (iv) Maximise the use of the Chapel;

The Chairman reported that he had already suggested to the Clerk that the Council considers creating a new committee, sub-committee or working party to look at the way forward and much of these items could be discussed there.

- b) Cllr Craven queried the exclusion of the public from items on the agenda and the Clerk and other members explained when these were used.
- c) Cllr Craven also asked for an overview of how the Council works and the Clerk referred to the information pack provided for new members and the forthcoming training on 6<sup>th</sup> July. The Chairman also suggested that Cllr Craven could send queries in the meantime to the Clerk.
- d) Cllr Craven asked if there was any leeway on the budget which had been set in case new councillors wished to put forward new items. The Clerk explained that normally these would be considered for the next year's budget, however exceptionally additional expenditure on projects could be considered and vired under certain circumstances.
- e) Cllr Mattocks asked for an update on the kerbside weeding. The Clerk will ask when this is going to be undertaken so that its effectiveness could be monitored more closely before any regrowth occurs. The Chairman highlighted the need to also highlight the fact that weed growth is also rife on the top of the kerb along the pavements. Cllr P Holland reminded members that following the poor effectiveness of the weed spraying last year his road had been re-done in Spring but the detritus in the gutter remains and is an ideal growing medium for new weed growth, therefore thorough road sweeping is also necessary. The Clerk will feed this back to the relevant officer at Dorset Council.
- f) Cllr Mattocks asked for confirmation that finger posts could be restored by the Parish Council under the Highways Agency Agreement. The Clerk confirmed that this was the case.
- g) Cllr Sowry-House added that village signs also needed looking at.
- h) Cllr Harrison reminded members that the Carnival fund-raising skittles evening takes place on Saturday 18<sup>th</sup> May in the evening at the British Legion and anyone wishing to attend to let him know by 15<sup>th</sup> May.
- i) Cllr Honeyman reported that there had been further vandalism at the pavilion and Cllr Mattocks confirmed that this has been reported to the Police.
- j) The Clerk reported that a disabled person had suffered a minor accident at the recreation ground, having been hit by a child learning to ride a bike. The person had been attending a junior football match, but it was difficult to access the pitches without having to negotiate the busy wheel park. The Clerk had replied to say that the Council has been considering the installation of an accessible path around the recreation ground and that



19/09

- k) she would ensure that accessible paths to key areas of the recreation ground were also looked at.
- l) In addition to the Parish Council's bespoke new councillors training, there is also a DAPTC session on 29<sup>th</sup> June in Durweston. Any member wishing to attend to contact the Clerk as soon as possible.
- m) The Clerk reported that some of the posts supported the high fence at the recreation ground had bent in recent high winds and that the Community Services Committee would need to look at this on its forthcoming tour.
- n) The Clerk reported on vandalism and malicious damage at Springdale Public Road Open Space on the eve of the local elections. A polling station access ramp was damaged, the padlock holding the vehicular barrier was cut off and the barrier closed with the perpetrator's own padlock, and the Parish Council's new sign removed from its post. The sign has not been found and will need replacing. The incident was reported to the Police.

The Clerk reported that one of the assistant groundsmen has a broken wrist and has been off sick as a result for a few weeks, and likely to be off for some time. One of the other assistant groundsmen can do a limited number of extra days, however members should be aware that there is a staff shortage which will result on the grounds maintenance work.

**19/18 Declaration of vacancy**

Following Gail Pape's decision not to take up her seat on the Council due to illness, a vacancy was declared, and the Clerk will publish a Notice of Election at the earliest opportunity. The Clerk explained the process to new members.

**19/19 Date and time of next meeting**

The date and time of the next meeting was confirmed as Tuesday 28<sup>th</sup> May 2019 at 7.45pm (*time subject to change*).

The meeting closed at 8.35p.m.