

Henstridge Parish Council

Clerk: Rachel Walker, Ashbourne House, Marsh Lane,
Henstridge, Somerset, BA8 0TG, Tel: 01963 362937
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Draft minutes of a special meeting of Henstridge Parish Council held at the Henstridge Village Hall Lounge on Monday 26th April 2010.

Present

Councillors: Norman Symcox (Chair), Paul Brighten, Pete Crocker, Jim Fitch, Geoff Jarvis, David Nicholls, Malcolm Stobart, Adam Temperton, Mickey Vincent, Paul White.

Clerk: Rachel Walker

There were no members of the public in attendance.

1. Apologies and to approve reasons for apology as seen fit.

Apologies had been received from Mrs Oswick, Mr Day and Mrs Rowland and reasons were reported to the meeting.

RESOLVED: It was proposed and agreed to approve the reasons for apology as provided.

2. Declarations of Interest.

During item 10, Mr Fitch and Mr Temperton declared a personal and prejudicial interest as any further discussion and vote involved consideration of the office provision, and left the meeting.

3. To approve and witness signature of the bank change of address form outstanding from April meeting.

RESOLVED: The change of address form was approved and the form duly signed

4. To approve the following accounts for payment and two signatories for cheques – outstanding from April meeting as invoices unchecked:-

Madasafish	Phone and Internet Services	£36.30
GB Sport & Leisure	Swing seats invoice	£118.68
Bartlett Contractors Ltd	Rotivation of plots invoice	£587.50
Bartlett Contractors Ltd	Marking out of plots invoice	£88.13
Countryside Boundaries	Maintenance of hedge laid	£305.50
Rachel Walker	Reimbursement for postage	£2.28
George Edwards	Wages	£67.89
Terry Pulling	Wages	£22.49
Fiona Parrott	Wages	£253.75
Rachel Walker	Wages	£259.78
HM Revenue and Customs	Tax	£87.60
Fiona Parrott	Reimbursement for stamps	£39.00
Sherborne CAB	Donation – agreed as part of budgeting process	£50.00
Yeovil CAB	Donation – agreed as part of budgeting process	£50.00

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Victim Support	Donation – agreed as part of budgeting process	£50.00
Community Council for Somerset	Subscription	£30.00
Shopmobility	Donation – agreed as part of budgeting process	£50.00

The cheque values were verified against the invoices presented by Paul White and the invoices signed as a correct match.

RESOLVED: The above accounts were approved for payment and Mickey Vincent and Norman Symcox agreed as signatories.

5. To agree the appointment of an internal auditor for the 2009-10 accounting period.

The Chair advised that the Council had been using Evans and Co for a number of years and that the Clerk was happy with the service that had been provided.

RESOLVED: It was proposed and agreed that the Council should appoint Evans and Co for internal audit purposes.

6. To consider and agree any actions arising with regard to the Council's list of assets.

The Assets list was briefly discussed.

RESOLVED: It was proposed and agreed that there were no actions arising.

7. To consider and approve the Statement of Accounts section of the Annual Return and any necessary notes to accompany this.

The Clerk suggested one amendment to the notes which had originally been provided.

RESOLVED: It was proposed and agreed to approve the Statement of Accounts and the accompanying notes with the inclusion of the amendment as discussed.

8. To consider and agree the appropriate responses to the Statement of Assurance section of the Annual Return and any necessary notes to accompany this.

The Statements were briefly discussed.

RESOLVED: It was proposed and agreed to approve the completion of the Statement of Assurance with "YES" responses throughout.

9. To consider and agree any actions arising with regard to the allocation of earmarked reserves held in the project account.

The opening position was presented along with the proposed additions from the 2010-11 budget.

RESOLVED: It was proposed and agreed that the additions should be made from the 2010 – 11 budget as had been previously laid out.

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10. To consider and agree any actions arising in respect of the budget figures presented for 2010/2011 having reviewed Y/E figures 09/10.

The Clerk advised that the Council had originally increased the precept by £2000.00 for the purposes of provision of new office facilities. In fact the bulk of the cost of this had had to be incurred during the financial year 2009-10, despite the fact that this had not been budgeted for during this period. This had left the general reserves at a very low level. The Clerk therefore suggested that the Council consider leaving £500.00 of this money for additional office costs which may arise, but moving £1500.00 into the reserve fund in order to bring this to a more appropriate level.

Mr Fitch and Mr Temperton declared a personal and prejudicial interest as any further discussion and vote involved consideration of the office provision, and left the meeting.

RESOLVED: It was proposed and agreed to adjust the budget as per the Clerk's suggestion.

Mr Fitch and Mr Temperton returned to the meeting.

The meeting closed at 7.59pm.