

Greencroft Parish Council



Jacqui Toase
Clerk to the Council

Tel:- 07931719503

19 Harvey Avenue
The Meadows
Durham
DH1 5ZB

09 May 2017

I hereby summon you to attend
the next Ordinary Meeting of Greencroft Parish Council
which will be held at **Lynwood House**
on **Monday 15 May 2017 at 7.00pm.**

Press and public are welcome to attend.

Clerk to the Council

AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Public Participation**
4. **Minutes of the last meeting**
 - (i) To confirm and approve the minutes of the Ordinary Meeting held 27 April 2017 (attached A)
5. **Co-Option**
Consider co-option
6. **Planning**

None to consider
7. **Roadworks**
 - (i) A6076 o/s Brookside, Howden Bank, Lanchester Road, Maiden Law 2 way lights (off peak) electricity cable installation – 8 May 2017

- 8. Correspondence**
 - (i) Clerks and Councils Direct – magazine received**
- 9. Parish Councils Committee**

Await 18 March 2017 meeting minutes
- 10. Flower Beds**

Await Quotation
- 11. Grass Cutting**

Await Quotation
- 12. Clerk Update**
 - (i) Training update – None**
 - (ii) Online Banking**
 - (iii) Transparency Funding**
 - (iv) Village Action Plan update**
 - (v) Recreation area fencing Accident/Police update**
- 13. Internal Audit**

Review Report Received
- 14. Financial Information**
 - (i) Clerk provide financial analysis (attached B)**
 - (ii) BDO External Audit Submission before 5 June 2017**
 - (ii) Consider Insurance Renewal Quote £240.04**
- 15. Budget**

Discuss 2017/18 Report (will provide at meeting)
- 14. Clerks – Hours Worked and Subsequent Payment**

To consider and approve the hours worked in April 2017
- 15. Accounts for Payment**

CDALC Electorate Training - £27.00
CDALC Annual Return Training - £27.00
CDALC Annual Subscription - £43.60
Data Protection Renewal - £35.00
Insurance Renewal - £240.04
- 21. Seat and Fence Inspections**

CL to update from monthly inspection
- 22. Chairperson's Announcements**
- 23. Questions from Members – Information only**

To deal with questions submitted by Members. Members are reminded that questions to be asked at the meeting must be submitted to the Clerk by 12 noon on the day preceding the meeting.
- 24. Date of next meeting**

To set the date and time

Greencroft Parish Council

Minutes of the Ordinary Meeting held at Lynwood House, Lanchester on
Thursday 27 April 2017 at 4.00p.m.

Present Mr J Johnson – Chair
Mr C Lee
Mr D Quayle
Mrs V Self
Mrs J Toase (Clerk)
Mrs D Singleton
Mrs S McDonagh

Apologies

Mrs D Parry
Cllr O Johnson

66/17 Declarations of Interest

There were no declarations of interest.

67/17 Public Participation

No public participation

68/17 Minutes of the last meeting

(i) **Resolved** - that the minutes of the Ordinary Meeting held on Tuesday 28 March 2017 confirmed as a correct record and signed by the Chair.

69/17 Planning

Resolved – none for parish to discuss.

70/17 Roadworks

A6076 Howden Bank

Resolved – BT Pole Removal 4 April

Resolved – Water Installation 19 – 25 April

Resolved – Drainage Works 11 – 15 April

Signed.....

71/17

Correspondence

- (i) **Transparency Funding 2017/18**
Resolved – Claim form received and agreed to claim 1 hour per month.
- (ii) **Notice of Nominations**
Resolved – information received and members agreed to discuss co-option at next meeting
- (iii) **Data Protection Renewal expires May 2017 £35.00**
Resolved – agreed to pay renewal
- (iv) **LCR**
Resolved – publication received
- (v) **Citizens Advice County Durham**
Resolved – letter received

72/17

Parish Councils Committee

Resolved – await minutes from meeting held on 18 March 2017.

73/17

Flower Beds and Grass Cutting

Unresolved – Clerk to arrange an urgent recreation area grass cut by A Purves and quote for the annual provision and gain a quote from P Snowdon for flower beds.

74/17

Clerk Update

Resolved – No training attended.

Resolved – No Meetings attended.

Unresolved – Brick Bus Shelter DCC resolving ownership. Advised no maintenance from Parish until ownership resolved.

Unresolved – Clerk to seek clarity from Andy Coulthard in relation to the Village Action Plan.

Resolved – Agreed no meeting required with Clean and Green to take over grass cutting provision.

75/17

Financial Information

Resolved – precept payment received.

Resolved – Transparency Funding Cheque received.

Signed

76/17

Budget

Resolved – Members agreed End of Year Account Report of the Clerk.

Resolved – Members agreed the financial status and bank statements.

Resolved – Members agreed the Annual Bank Reconciliation.

Resolved – Members agreed the Receipts and Payment Account Report.

Resolved – Members agreed Asset Register.

Resolved – Members agreed and Chair signed Section 1

Resolved – Members agreed and Chair signed Section 2

Resolved – Members agreed and Chair signed BDO External Audit Document submission.

Unresolved – Clerk to provide a financial analysis for 2016/17.

77/17

Clerks – Hours worked and Subsequent Payment

Resolved – Members approved 21 hours worked and subsequent Payment for March 2017.

78/17

Accounts for Payment

Resolved – None.

79/17

Internal Audit

Unresolved – Clerk to meet with Mrs McCormick prior to BDO submission.

80/17

Seat and Fence Inspection

Resolved – CL provided update. No major maintenance required, clean of seats when weather improves. CL will undertake this clean of seats.

81/17

Chairperson's Announcements

None.

82/17

Questions from Members

No questions.

Signed

83/17 Date of Next Meeting

Resolved - that the next Ordinary meeting of the Council be held in Lynwood House on Monday 15 May 2017 at 7.00pm.

Meeting ended at 5.30 p.m.

Certified as a true record

Chairman.....

Date.....

£5,580.91		Balance at 31st March 2017		£6,209.20
		BALANCE SHEET AT 31.3.2017		
		CURRENT ASSETS		
		Work in progress		
		Debtors		
		Payments in advance		
£-		VAT recoverable		£-
£5,580.91	£5,580.91	Cash In Hand	£6,209.20	£6,209.20
£5,580.91		TOTAL ASSETS		£6,209.20
		CURRENT LIABILITIES		
£-	£-	Creditors		£-
		TOTAL ASSETS LESS		
		CURRENT LIABILITIES		
£5,580.91		NET ASSETS		£6,209.20
		Represented By:		
£5,580.91		GENERAL FUND		£6,209.20

**RECEIPTS AND PAYMENT ACCOUNT
YEAR ENDED 31ST MARCH 2017**

	<u>PAYMENTS</u>	<u>RECEIPTS</u>
PRECEPT		£3,202.85
LCTSS GRANT		£16.00
OTHER		£1,118.78
GENERAL ADMINISTRATION	£2,850.15	
RECREATION/ENV. FACILITIES	£1,400.66	
V A T	£267.85	£809.32
CASH & BANK	£6,209.20	£5,580.91
<u>TOTAL</u>	£10,727.86	£10,727.86

March 28, 2017		BUDGET	
	2016/17		THIS YEAR
<u>GENERAL / ADMINISTRATION</u>	<u>BUDGET</u>		<u>ACTUAL</u>
Salary (Clerk)	£1,170.00		£1,709.42
Travelling (Clerk)	£-		£-
Postage	£15.00		£5.66
Printing/Stationery	£100.00		£91.00
Telephone	£-		£-
Room Hire	£-		£-
Subscriptions	£80.00		£75.74
Insurance	£225.00		£232.71
Audit	£-		£30.00
Elections	£-		£-
Training	£100.00		£153.00
Publications	£-		£15.00
Donations/Grants	£50.00		£100.00
Equipment (Laptop/Printer)	£-		£437.62
	£1,740.00		£2,850.15
<u>RECREATION/ENVIRONMENTAL</u>			
<u>FACILITIES</u>			
General Repairs & Maintenance	£150.00		£142.20
Seats	£-		£-
Grasscutting	£800.00		£778.46
Flower Beds	£600.00		£480.00
Xmas Lights/tree	£50.00		£-
	£1,600.00		£1,400.66
<u>INCOME</u>			
LCTSS Grant	£16.00		£16.00
Other	£-		<u>£1,118.78</u>
Transparency Grant	£-		£-
	£16.00		£1,134.78
<u>EXPENDITURE</u>	£3,340.00		£4,250.81
<u>INCOME</u>	£16.00		£1,134.78

Jacqui Toase

<u>Expenditure - Detail</u>	<u>Voucher Description</u>	<u>Cheque</u>	<u>Bank</u>	<u>V.A.T.</u>	<u>Net</u>
	<u>Total</u>				£4,250.81
	<u>Total</u>				£4,250.81
ZURICH	1 INSURANCE	391	£4,518.66	£267.85	£232.71
INFORMATION COMMISSIONER	2 DATA PROTECTION REG	392	£35.00		£35.00
S LAVERICK	3 PC WORLD - COMPUTER	393	£523.98	£86.36	£437.62
COUNTY DURHAM ASSOC LOCAL COUNCILS	4 ANNUAL SUBSCRIPTION	394	£40.74		£40.74
TOTAL RESULTS LTD	5 WEBSITE	395	£91.00		£91.00
LANCHESTER PUBLICATIONS LTD	6 ADVERT	396	£15.00		£15.00
S LAVERICK	7 SALARY (APRIL - JUNE)	397	£332.16		£332.16
HMRC	8 TAX (APRIL - JUNE)	398	£82.80		£82.80
BDO LLP	9 EXTERNAL AUDIT	399	£36.00	£6.00	£30.00
P SNOWDON	10 SUMMER FLOWER BEDS	400	£225.00		£225.00
S LAVERICK	11 EXPENSES - STAMPS	401	£5.66		£5.66
S LAVERICK	12 SALARY (JULY - SEPT)	402	£175.98		£175.98
J TOASE	13 SALARY (JULY - SEPT)	403	£180.18		£180.18
HMRC	14 TAX (JULY - SEPT)	404	£88.80		£88.80
C CRUMPTON	15 WEBSITE DESIGN	405	£50.00		£50.00
A. D. PURVES	16 GRASS CUTTING	406	£450.00	£75.00	£375.00
CDALC	17 TRAINING	407	£27.00		£27.00
DURHAM COUNTY COUNCIL	18 GRASS CUTTING	408	£484.15	£80.69	£403.46
SOCIETY OF LOCAL COUNCIL CLERKS	19 TRAINING	409	£118.80	£19.80	£99.00
P SNOWDON	20 WINTER/SPRING FLOWER BEDS	410	£255.00		£255.00
J TOASE	21 SALARY (OCT - DEC)	411	£331.96		£331.96
HMRC	22 TAX (OCT - DEC)	412	£83.00		£83.00
BRANDON & BYSHOTTLES PARISH COUNCIL	23 2 x FLY TIPPING CAMERAS	413	£142.20		£142.20
GREAT NORTH AIR AMBULANCE SERVICE Ltd	24 DONATION	414	£50.00		£50.00
HMRC	25 TAX (JAN, FEB TO BEG MARCH)	415	£87.00		£87.00
J TOASE	26 SALARY (JAN, FEB TO BEG MARCH)	416	£347.54		£347.54

CDALC

27TRAINING

417

£27.00

£27.00

Sent from Mail for Windows 10

1. Introduction to Windows 10
 2. Windows 10 Settings
 3. Windows 10 Updates
 4. Windows 10 Security
 5. Windows 10 Storage
 6. Windows 10 Network
 7. Windows 10 Troubleshooting
 8. Windows 10 Performance
 9. Windows 10 Recovery
 10. Windows 10 Migration
 11. Windows 10 Deployment
 12. Windows 10 Management
 13. Windows 10 Support
 14. Windows 10 Troubleshooting
 15. Windows 10 Performance
 16. Windows 10 Recovery
 17. Windows 10 Migration
 18. Windows 10 Deployment
 19. Windows 10 Management
 20. Windows 10 Support

Jacqui Toase

Subject: income 2016/17

<u>Income - Detail</u>	<u>Description</u>	<u>Bank</u>	<u>V A T</u>	<u>Net</u>	<u>Precept</u>	<u>V A T</u>	<u>Balance b/f LCTSS</u>	<u>Other</u>
BALANCE BROUGHT FORWARD		£10,727.86	£-	£10,727.86	£3,202.85	£809.32	£5,580.91	£16.00
DURHAM COUNTY COUNCIL		£5,580.91		£5,580.91				£1,118.78
HMRC	PRECEPT & LCTSS GRANT	£3,218.85		£3,218.85	£3,202.85		£16.00	
CDALC	VAT PAYMENT	£809.32		£809.32		£809.32		
D PARRY	TRANSPARENCY GRANT	£518.78		£518.78				£518.78
NORTHUMBRIAN WATER LIMITED	DONATION	£250.00		£250.00				£250.00
H AND H LAND AND PROPERTY	COMPENSATION	£300.00		£300.00				£300.00
	DONATION	£50.00		£50.00				£50.00

Sent from Mail for Windows 10

Box No.	This Yr (£)	Last Yr (£)	Diff (£)	Diff (%)	Expln (Y / N)	Explanation	Amount
3	1944.10	3061	-1116.90	-36.49	Y	Local Council Tax Support Scheme	-52
Total Other Receipts						Compensation Payment	+150
						VAT	+809.32
						County Council Section106 Grant (fence replacement)	-2743
						Donation	+200
						Transparency Grant	+518.78
4	1709.42	1000	+709.42	+70.94	Y	New Clerk appointed	+709.42
Staff Costs						Dual payments during handover period	
6	2809.24	5705.32	-2895.76	-50.76	Y	Postage	-4.91
Other payments						Printing/Stationery	+29.66
						Subscriptions	+0.34
						Insurance	+7.46
						Audit	+30.00
						Training	+153
						Publications	+15
						Donations	+50
						VAT on payments – VAT received after year end	-541.47
						Seats	-328.50
						Equipment (laptop and printer)	+437.62
						General Repairs & Maintenance	-2650.28
						Grass Cutting	+21
						Xmas Tree – provision of tree	-145
						Flower Beds	+30
9	7845.44	4012	+3844	+95.55	Y	New Clerk advised to fully review fixed assets (sheet attached)	+3844
Total Fixed Assets						Members agreed and approved at parish meeting	

