**Minutes of the ordinary meeting of Darnhall Parish Council**

**Held in Darnhall Village Hall on Tuesday 19th June 2018 at 7.30pm**

Members of the public present: None

Members of the council present: Cllr Jinks (chair), Cllr Bostock, Cllr Bownes, Cllr Langley & Cllr Sherry.

Cllr Stephen Burns attended the meeting.

1. **Apologies for absence**

Cllr Strachan – on holiday. Cllr Davenport - away

1. **Disclosure of declaration of interest**

None

1. **Chairman’s opening remarks**

The defibrillator has now been fitted in the phone box. The phone box needs to be kept clean and tidy and we will have to work out how we are going to do this between us.

200 club will be drawn at the next WI meeting where the May and June draws will take place and the July draw will take place at the Darnhall Show. We have 120 members at the moment.

Darnhall Show is on Sunday 8th July. There will be no horses, cattle or sheep but it is hoped there will be plenty of dogs. There will also be a tractor road run. Let’s hope for a fine day.

Help needed to set up and take down the show. Let’s hope we can make the show more successful than ever.

1. **Minutes**

**To approve the minutes of the AGM and ordinary parish council meeting held on Tuesday 15/05/18. 108/18 resolved that the council approved the minutes of the AGM and ordinary meeting held on Tuesday 15/05/18.**

1. **Matters arising from the minutes of the AGM and ordinary meeting on Tuesday 15/05/18**

No matters arising from the AGM

* The PCSO can’t meet us due to shift work but hopes to be able to attend the Darnhall Show – Joe Parker.
* New notice board is now up and in use
* No bill for the contribution towards the 50mph speed limit on Swanlow Lane
* Defibrillator now installed as we have said. Training now needs to be sorted
* Parish assembly – need to sort guest speaker out early – suggestions were ornithologist (birds) who spoke at WI, Jodrell Bank, Chester Zoo or Reaseheath.
* Music licence now applied for
* GDPR – we appointed Cllr Bostock as our officer, but then we discovered that we do not need an officer. However, after meeting with John Henry he mentioned were we fully up to speed on GDPR or would we like some advice from him. He has quoted £200 as a flat fee to do the necessary work, paperwork/forms etc. Discuss at next meeting
* Working group have not had a meeting yet to discuss finances

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1. **Clerks report**

Nothing to report. Everything is on the agenda.

1. **Planning, Neighbourhood Plan (NP)**

Received the minutes from the steering group meeting held on 3rd May 2018.

Cllr Bostock gave an update on where the Neighbourhood plan is up to. Meeting with Richard Thresh this week, draft plan by September 2018. Steering group will meet again on 19th July 2018.

1. **Finances**
   1. To receive the Natwest bank statement and agree the figures with the bank reconciliation. The balance at the end of May was £15,940.44 there are 4 cheques to be made out totalling £1,788.69 and receive the VAT refund of £952.04 of which £739.79 needs refunding back to the Village Hall bank account. The closing balance for June is therefore £15,103.79.
   2. To receive the VAT refund of £952.04 – pay back £739.79 to Village Hall account
   3. Receive the invoice from Platte White Partnership for £1200.00 which has been paid on 5th June to prevent paying interest.
   4. Pay Simply Signs for the new notice board £562.80.
   5. Pay clerk £100 to be used for petty cash.
   6. Pay Cllr Sherry out of petty cash for refreshments for the Annual Parish Assembly £13.09.
   7. To discuss the request for funding from Darnhall Brownies for lost items from the Village hall break in last August. The Brownies lost a lot of craft items during the break in last year. They had sent in a request for contributions towards £150. After a short discussion it was **109/18 agreed to pay them £100 out of the Village Hall, Barclays bank account.**
   8. Pay JDH Business Services Ltd £386.10 for internal auditor’s work.
   9. To receive the Barclays bank statement for the Village Hall and agree the figures with the bank reconciliation. The bank balance at the end of May was £1022.70. We have received £1586.09 during the past month (mostly show and vat refund) and spent £2701.24 this would leave us overdrawn by £92.45, so money needs to be transferred from the deposit account to pay for the CCTV and electrical repairs which was for £2666.20. This would then leave a balance of £2573.75 in the current account.

But as agreed earlier we are now paying the Brownies their £100 out of this account so making a new balance of £2473.75 for the end of June.

Deposit account £15,856.46 – dropped due to transfer.

* 1. Agree to transfer money from the deposit account back to the current account to pay for CCTV and electrical repairs. £2666.20. **110/18 agree to the transfer of money.**
  2. To pay the electricians for the CCTV and various electrical works £2666.20
  3. To receive the Barclays bank statement for the 200 club and agree the figures with the bank reconciliation.
  4. To receive the annual internal audit report from the internal auditor John Henry.

Report received and read out at the meeting. Items to note are, internal transaction should not be included in the year end accounts for the annual return i.e. donation from parish council to village hall. A record must be maintained of all 200 club transactions and the associated receipts and payment vouchers retained. If any payment vouchers contain standard rated VAT this should be reclaimed as part of the annual VAT claim.

The adequacy of money cover insurance should be reviewed annually.

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* 1. To agree to section 1 of the annual governance statement 2017/18.

Section one – the statement was read out and agreed. **111/18 agree that the chairman and clerk sign section 1 as a true statement.**

* 1. To agree to section 2 of the accounting statements for 2017/18.

Section two – the statement was read out and agreed. **112/18 agree that the chairman and responsible financial officer (clerk) sign section 2 as a true statement.**

1. **Update on the Darnhall Village Hall Project. (this item to be discussed near the start of the meeting)**

Robin Wood attended this meeting to update us on the Village Hall Project.

8 Contractors were approached to tender for the work and only 4 replied. These were discussed in detail at the meeting.

The council was then presented with 3 options: -

* Do not carry out the underpinning and floor repair – repairs be carried out as and when required instead
* Subject to funding, carry out the underpinning and floor repairs
* Subject to funding, demolish and rebuild a new larger village hall.

**113/18 all agreed that the 2nd option was the best one to go for, subject to funding, carry out the underpinning and floor repairs.**

So the next plan of action for the council is as follows:-

1. Darnhall Parish Council (DPC) approves, in principle and subject to funding, the plan and outline budget of £58,284 to repair the existing Village Hall.
2. DPC approves Robin Wood and Cllr Jinks to approach WREN for funding on a 90/10% basis. (10% being the council’s contribution)
3. DPC approves Robin Wood to commission and pay secretarial resource to complete the Wren application form by September
4. DPC approves Robin Wood and Cllr Jinks approaching Darnhall Estates for authority to:

1 Proceed with repairs

2 Donate to the cost

3 Extend the Lease

1. DPC authorises Robin Wood and Cllr Jinks to appoint the appropriate firm as our contractor subject to sufficient funds being raised
2. DPC approves investigation necessary improvement to the catering facilities and if appropriate adding them to the Wren application
3. DPC considers other necessary improvements and if appropriate adding them to the Wren application
4. DPC approves approaching other appropriate sources of funding and commissioning and paying for secretarial resources to prepare necessary grant applications
5. DPC approves Robin Wood and Cllr Jinks commissioning professional services such as preparation of detailed specifications where necessary in order to obtain contractor’s estimates for additional works

**114/18 all agreed to the above work to be done between Robin Wood and Cllr Jinks.**

1. **Update on any other meetings attended by Councillors.**

There were none.

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1. **Cllr Langley to update on Village Hall Fundraising**

To set a date for the next show meeting. This will be on Tuesday 26th June 2018.

1. **Darnhall Village Hall working group**

No meetings have been held yet so nothing to report at the moment.

1. **Items for information and discussion only**

80-year-old lady has complained about the hedge at the bus stop opposite the chapel. It is overgrown to the edge of the road and is dangerous when waiting for a bus travelling from Crewe to Winsford.

Meeting Closed at 9.30pm

Signed by the Chairman …………………………………………………………………………………………………….

Dated ………………………………………………………………………………………………………………………………

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