



Darnhall Parish Council



MINUTES OF THE ANNUAL MEETING OF DARNHALL PARISH COUNCIL HELD AT DARNHALL VILLAGE HALL ON TUESDAY 18TH JULY 2023 AT 7:30PM

PRESENT: Cllrs M Sherry, R Strachan, and R Lee
Dr M Bailey (Clerk)

PART A

1. APOLOGIES

Apologies were submitted by Cllr Colin Williams.

2. DECLARATIONS OF INTEREST

There were no declarations of interest submitted to the meeting.

3. CASUAL VACANCIES

It was reported that three vacancies exist on the Parish Council following the elections on May 4th 2023.

Members nominated and seconded the following: -

- Gilly Higgs
- Ailsa Gaskill-Jones

The Parish Council **RESOLVED** to appoint Gilly Higgs and Ailsa Gaskill-Jones to the Parish Council. It was reported that one vacancy remains.

4. MINUTES FROM LAST MEETING – 30TH MAY 2023 (ANNUAL PARISH COUNCIL MEETING)

The Chairman signed the minutes as a true and accurate record.

5. MINUTES FROM THE ANNUAL PARISH MEETING – 30TH MAY 2023

The Chairman signed the minutes a true and accurate record.

6. MATTERS ARISING

The following matters were considered by Members: -

- *Hall Management Meeting* - to take place on 24th July 2023 at 6.30pm (at the Village Hall)
- *Finance Meeting* – Tuesday 25th July 2023 at 6pm (via Zoom)
- *Annual Parish Meeting* – Clerk to write to Caretaker/Fundraising Committee to thank them for their work.

- *Sound System* – no updates
- *Tree Planting* – the Parish Council considered the location and will confirm at the next meeting.
- *Bank Mandate* – the Parish Council **RESOLVED** the following: -

We [the Parish Council] **RESOLVE** that:

If we add or remove Authorised Signatories in the “Add or Remove Authorised Signatories” section on the “About your request” page of this form, the Bank will update our mandate accordingly for the accounts we specify in this form's “About your business” section.

If we change the Signing Rules in the “Change the Signing Rules on the Mandate” section on the “About your request” page of this form, the Bank will update our mandate accordingly for the accounts we specify in this form's “About your business” section.

And the current mandate will continue as amended.

7. CHAIRMAN’S REPORT

The Chair presented the following report: -

- Asked everyone to introduce themselves and hoped that the Council can do some good work in the future.
- Thanked Laurance Jinks for his hard work over the years, as well as Maggie Davenport and Richard Langley.
- Thanked Ian Davenport for the prints he did for Laurence Jinks.
- Thanked Richard and Sue Langley for their work on the Darnhall Show.
- Finance Committee is made up of Cllrs Lee, Strachan and Sherry and the Village Hall Committee is made up of Cllr Williams, Lee and Sherry, as well as Angela Hancock, Maggie Davenport and Ann Hignett.
- The representatives of the Verdin Estate would like to meet with the Parish Council on an annual basis.
- Need a new Member to organise the newsletter – Members discussed the potential to involve the school and also to make the newsletter electronic.
- Asked for support for the Fundraising Committee.
- Read out a letter from the retiring Chairman (former Cllr Jinks)

8. PUBLIC PARTICIPATION

No members of the public attended the meeting.

9. FINANCIAL MATTERS

Members considered the following financial items.

9.1 Ledger/Bank Reconciliation Statement (1.4.23-30.06.23)

The ledger/bank reconciliation statement for the period 1st April 2023-30th June 2023 was presented to Members for note.

9.2 Budget Monitoring Report and Receipts and Payments Summary (Quarter 1 – 2023/24) (Apr-June 2023)

The budget monitoring report/receipts and payments summary for the first quarter of the 2023/24 financial year was noted by Members.

9.3 Internal/External Audit 2022/23

It was reported that the Internal Audit for 2022/23 had been completed by the Council's auditors JDH Business Services.

The main issues raised were: -

- *Bank Reconciliation*
 - No bank statement was provided to evidence the Barclays Savings Account balance used in the year end bank reconciliation.
 - The bank accounts were not labelled in the year end bank reconciliation.
 - The unrepresented cheques in the year end bank reconciliation were not labelled with the cheque number to ensure sufficient audit trail to the cashbook.

Recommendations

- *Year-end bank statements must be obtained for all bank accounts.*
- *Bank accounts and unrepresented cheques must be clearly referenced in the year end bank reconciliation.*
- *VAT*
 - No VAT reclaims were received during 2022/23

Recommendation

- *VAT should be reclaimed on a timely basis and at least annually.*

Members **RESOLVED** to approve the Internal Audit report for 2022/23.

9.4 Authorisation of Payments

Members approved the following payments.

£360.53 Clerk Pay (Dr M Bailey) (June-July 2023)

| | |
|---------|---|
| £393.00 | JDH Business Services (Internal Audit 2022/23) |
| £61.80 | Shires Accountants (Submission to Pensions Regulator) |
| £194.64 | Walker Fire (Inspection – Village Hall) |
| £31.14 | Chemex North West (Cleaning – Village Hall) |
| £23.35 | Cllr Marjorie Sherry (Materials – Village Hall) |
| £20.59 | Cllr Rosie Lee (Cleaning Materials – Village Hall) |

Members are also asked to note the following change – monthly direct debit (increase from previous amount of £236.91 up to July 1st 2023.

£314.12 Scottish Power (Electricity – Village Hall) – from 1st July 2023 onwards.

RESOLVED: Members approved the above payments.

10. PLANNING MATTERS

The Parish Council considered planning matters affecting the parish.

11. DARNHALL VILLAGE HALL

Members noted that there will be a Village Hall Management Committee on 24th July 2023 at 6.30pm in the Village Hall. Cllr Strachan will send out a list of issues prior to the meeting.

12. CLERK'S REPORT

The Clerk's report was noted. The following items were raised: -

- *Election* – the Clerk reported that he had emailed the necessary forms to CWAC. The Clerk will send the necessary forms to the new councillors.

13. SHARED INFORMATION

The following items were shared by Members: -

- Cllr Strachan – reported that he had a key for the VH noticeboard and will get more keys cut.
- Cllr Higgs – asked if events and issues could be advertised on the hoardings on the main road (Swanlow Lane) – Clerk will raise with CWAC in terms of use.
- Cllr Lee – reported that Lets Farm had won an award.
- Cllr Strachan – asked for an update on the website

14. DATE OF NEXT MEETING

Members agreed that the date of the next Parish Council meeting is Tuesday 19th September at 7.30pm (Darnhall Village Hall).

Meeting closed at 7.34pm