

# Hales & Heckingham Parish Council

## MINUTES OF ANNUAL MEETING OF THE COUNCIL

Held at Hales Village Hall on 8<sup>th</sup> May 2019

**Present:**

HHPC Councillors: Sheila Beckett (SB) - Chair  
Georgina Buckle (GB)  
Phil Grimes (PG)  
Alan Mason (AM)  
Andy Woodman (AW)

Parish Clerk Eleanor Bannister (EB)

Other attendees: Cllr. Kay Billing, and members of the public joined the meeting at different points. **The meeting opened at 6.45pm.**

**19/35 Election of the Chairman** - Sheila Beckett was re-elected as Chairman.

**19/36 Appointment of the Vice-Chairman** - Andy Woodman was re-elected as Vice-Chairman.

**19/37 Co-option/s of Councillor/s** – Alan Mason was co-opted as a Councillor for 2019/2020.

**19/38 Appointment of members to Council Committees and/or Agreement on Working Groups, and collation of documentation required for new term** – It was agreed to form the following working groups:

- Environment & Amenities, led by PG
- Road Safety & Traffic Management, led by GB
- Village Hall, led by AM
- Composting, led by AM
- Planning (lead to be confirmed when required to convene.)

All present signed the 'Declaration of Acceptance of Office' and any additional forms not yet completed.

**19/39 Apologies for Absence** - No apologies for absence were received.

**19/40 Approval of the Minutes of the Meeting held on 27<sup>th</sup> March 2019** – Minutes approved by all.

**19/41 Financials:**

**41.1 Responsible Finance Officer 2018-2019 Report** – This was presented and confirmed. See Appendix 1.

**41.2 Amendments to Unity Bank mandate** – There are now four signatories to facilitate prompt payments.

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- 41.3 Village Hall** - Paperwork related to the sale was signed and witnessed, and will be sent to the Charity and the new owners 'Hellendorn Homes Ltd.' for signatures. A draft letter to Norton Peskett Solicitors to confirm how funds can be used was approved by all, for the Clerk to send. This has since been sent.
- 41.4 Annual Governance & Accountability Return (AGAR)** – 2018/19 was an exceptional year as HHPC turnover exceeded £25,000 so AGAR has to be sent to an independent firm of accountants. The form was approved.
- 41.5 Accounts for authorisation and payment** – All payments were approved.  
[See Appendix 2.]

**The Date of the next Parish Council meeting** was confirmed as: **Wed. 12<sup>th</sup> June at 7.30pm.**

**The meeting was closed at 7.25pm.**

E. Bannister, Clerk to the Council  
09-05-2019

# Hales & Heckingham Parish Council

## APPENDIX 1.

### HHPC Responsible Financial Officer's report to Annual Parish Meeting – May 2019

The Council's finances remain in good shape following a year of activity.

The Council has had a busy year financially. After paying for the bus shelters and putting significant funds into the playing field project we are left with acceptable funds in our bank accounts and this has enabled the Council to agree to finance the cost of a Clerk and Eleanor is a welcome addition to the Team. I want to mention the ongoing financial support both from Margaret Stone our County Councillor and Kay Mason Billig, our District Councillor at the time of writing this. Thank you both for your help during the Year.

Now that the roundabout and associated infrastructure and the playing field projects have been delivered the Council should have a quieter time financially.

A review of our budget shows expenditure amounting to £7289 against a budget of £8035. There are accounts due for Village Hall hire, some grounds maintenance and four month's salary for our Clerk. This means that we will be close to our budgeted spend although this includes £3000 invested in the playing field which will be a non-recurring item going forward. Also, within this expenditure is £974.00 for the Composting site although in practice all these costs are met from Restricted Funds rather than the Council's current account.

Balances on the bank account as at 31/03/2019 were:

Current account £7528.78, Deposit account £14117.63. Total funds equal £21646.41.

#### **Within the above total the Council holds restricted funds as follows:**

- Village Sign repairs:- £707.00 - no change from last year.
- Play Equipment:- £1321.48. The sum of £5500.00 was held this time last year but has been used to help with the new installation. The present sum is from Hales & Heckingham Community Events Group which has disbanded and has been allocated as requested to a new seat and table which has just been installed. Almost all this sum will be used to settle the invoice from the supplier.
- CIL (Community Infrastructure Levy):- all funds held (£2896.84) and received during the year, (£3466,21) have been allocated to the playing field installation. A total of £6362.44
- Composting Scheme:- holds funds of £2433.57 following the insurance payout following the break in to the container and loss of the shredder.
- Restricted Funds total £4462.05.

Council indented for a 5% rise in our precept for 2019/2020 to assist with expenditure which is likely to exceed our income in the year.

AWM – Responsible Finance Officer for HHPC, 08/05/2019

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## APPENDIX 2. Accounts Authorised for Payment (41.5)

Payee	Purpose	Gross	VAT	Net
AW Mason	DD Health and Supplies	£25.81	£4.30	£21.51
Wicksteed Leisure Ltd	New seat for playing field	£1,283.04	£213.84	£1,069.20
HH Village Hall	Rental fees for 2018	£167.50	£0.00	£167.50
NALC (Norfolk Asso. of Local Councils)	Annual subscription for 2018/2019	£133.77		£133.77
AW Mason	Materials for installation of new seat in playing field	£46.69	£7.78	£38.91
D Foreman	Churchyard paint 2018/19	£212.50		£212.50
D Foreman	Playing field: Grass cut in March 2019	£50.00		£50.00
D Foreman	Playing field: Grass cut in April 2019	£50.00		£50.00
D Foreman	Playing Field Management Contract 11/2018 to 4/2019	£260.00		£260.00
AW Mason	Gift to Colin Grant re: work on seat installation in playing field.	£100.00		£100.00
<b>TOTALS:</b>		<b>£2,329.31</b>	<b>£225.92</b>	<b>£2,103.39</b>