

## FITZHEAD PARISH COUNCIL

**Annual Parish Council Meeting held on 25<sup>th</sup> June 2015 in the Tithe Barn commencing at 7.15pm.**

### MINUTES

**Present:** Garry Alford (Chairman), Ian Coombes & Katriona Smith

**In Attendance:** Jill Loader (Clerk), PCSO Louise Fyne – part-time & 4 members of the public

**Public Speaking Time:** None

1. **Election of Chairman** – It was proposed and seconded that Garry Alford remain as Chairman, which he duly accepted
2. **To receive the Chairman's declaration of acceptance of office.** The Chairman signed the Declaration of Acceptance of Office form. Cllrs Ian Coombes and Katriona Smith duly signed their forms which were countersigned by the Clerk. The clerk had already received signed forms from Alison Kent and David Pink.
3. **Apologies for Absence:** Cllrs Alison Kent & David Pink
4. **Declaration of Interest/Dispensations:** None
5. **Minutes of previous meeting:** The minutes of the Parish Council Meeting held on 14<sup>th</sup> April 2015 were approved and signed as a correct record. The Chairman signed each page.
6. **Matters Arising** – to be discussed under separate headings
7. **Planning** – no planning applications had been received since the April meeting.
8. **Correspondence** – All correspondence on the post sheet was discussed under the separate agenda items.
9. **Finances:**
  - 9.1 It was proposed, seconded and unanimously agreed to pay the following invoices:  
Clerk's wages £158.99, Clerks expenses £36.08, Tithe Barn £40.90, HMRC PAYE £39.80  
SALC membership £68.71, Aspire4More – internal audit £36.00
  - 9.2 **Receipts received:** TDBC Precept £3,145.00 & Lloyds Bank £0.35p bank interest.  
Bank Balance as at 20 June 2015 £11,515.56.
  - 9.3 **Year End Accounts 2014/15** – the year end accounts had been circulated and were adopted as correct. The Chairman signed the accounts.
  - 9.4 **Annual Audit 2014/15** – The Chairman discussed the Accounting Statement which agreed with the Year End Accounts and went through each item on the Annual Governance Statement. These were adopted as correct and signed by the chairman. Clerk to finalize paperwork and send back to Grant Thornton by 6<sup>th</sup> July as agreed. **Action: Clerk**

**9.5 Insurance Quote** for renewal 1<sup>st</sup> June 2015 – extended to 26<sup>th</sup> June 2015. The clerk informed the PC that Came & Company had reviewed our insurance details and recommended Hiscox having reviewed three insurance quotations. After discussion it was agreed to have a one year agreement for £301.68.

**9.6 Additional Signatures on Bank Mandate** – it was agreed to put all Cllrs onto the Bank Mandate Form for signing cheques on behalf of the PC. **Action: Clerk & Cllrs**

## **10. Play Area – update**

**10.1 Transfer of funds** from FCG to FPC – after discussion it was agreed the funds being held by the Fitzhead Community Group should be transferred to the Parish Council. This totaled £1,821.03 and would remain earmarked for new play equipment. **Action: Clerk**

**10.2 Maintenance of Play Area** – the clerk had received two quotes from three contractors contacted. After discussion it was agreed for Tony Hartman to provide an additional quote and proof of insurance to match the cheapest quote received. If the documents were satisfactory he agreed to maintain the play area. It was agreed a local and enthusiastic person was more suitable and he would look after the play area to a high standard. **Action: Clerk**

**10.3 Weekly inspection reports** – no issues reported to date. Rota would continue as: Ian- July, Katriona- August, Scott -September, Tony- October. If no-one could carry out a week, then Tony agreed to do this instead. **Action: Cllrs**

**10.4 Annual Inspection of the Play Area** – After discussion it was agreed to use the Came & Company recommended company called The Play Inspection Company to carry out the annual inspection. This was at a cost of £62.50 + vat and would include a life expectancy report and stock valuation of the equipment. **Action: Clerk**

## **11. Ditch Clearing around Fitzhead**

11.1 Following on from the quote received from Dave Grabham, after discussion it was agreed that Garry Alford would have a meeting with Dave to discuss what works required carrying out but capped at 2 day's work which equalled approximately £1,000 for the year. This would be monitored to control funds. **Action: Garry/Clerk**

**12. Taunton Deane Councillor's Report** – No report received.

**13. Somerset County Councillor's Report** – No report received

**14. Police Report** – PCSO Louise Fyne provided an update on crimes reported since April. The report would be put onto the website. Fitzhead was now a No Cold Calling Zone area. Remember to use 101 for non-emergency situations and 999 for emergency calls.

## **15. Date of Next Parish Council Meeting**

It was agreed to hold the next Parish Council Meeting on 17<sup>th</sup> September 2015 at 7.15pm.

There being no further business the meeting closed at 8.10pm