

RACKENFORD AND CREACOMBE PARISH COUNCIL

Annual Meeting of the Parish will be held at Rackenford School, on Tuesday 1st May 2018, starting at 7.00pm, followed by the Parish Council Annual Meeting.

All councillors are summoned. Members of the public are welcome.

Parish Clerk: Karen Ward, 8 Peard Road, Tiverton, EX16 4LQ. Phone 01884 798711

AGENDA

Annual Meeting of the Parish

- 1 Election of Chairman
- 2 Apologies for absence
- 3 Minutes of the last meeting held 2nd May 2017
- 4 Chairman's Report for 2017/18
- 5 Parish Council Finance report for 2017/18
- 5 School Report for 2017/18
- 6 Any other matters raised by parishioners

Parish Council Annual Meeting

Election of Chair and Vice-Chair

1. Election of Chairman and Vice Chairman

Apologies, declarations of interests, open forum and Minutes

2. Apologies
3. Declaration of Interests
4. Open Forum
 - a. Refurbishment of the Common; Rackenford School children's presentation of their proposals
 - b. Members of the public, and councillors with an interest, have the opportunity to address the meeting if invited to do so by the Chairman (limiting their contribution to 3 minutes)
5. Minutes: To sign, if approved, the minutes of the 6th March 2018 meeting.

Standing Orders and Business of the Annual Meeting of the Council

6. Standing Orders: To consider and approve an amendment to Standing Order 5.k (Ordinary Council Meetings), in order to review Council policies and other documents in a more expedient and practical manner – See Supplementary Information
7. Core Documents: To review and approve the Core Documents and Review Schedule - See Supplementary Information.
8. External bodies: To review and approve of representation on or work with external bodies and arrangements for reporting back.
 - a. School
 - b. Batsworthy Cross
 - c. Shop

Annual Review of Governance and Accounts

9. Statement of Internal Control: To consider and approve the Statement – see Supplementary Information
10. Certificate of Exemption 2017/18: to consider, approve and certify that the Council meets the criteria for the Certificate of Exemption from external audit
11. Internal Audit report (to follow): To note the findings and approve implementation of any recommendations
12. Annual Governance Statement 2017/18: to approve and sign the Annual Governance Statement
13. Accounting Statements 2017/18: to consider, approve and sign the Accounting Statements

General Council Business

14. Report from District and County Councillor

15. The Common

- a. Landscape Architect: To appoint a landscape architect, including topographical survey following the selection process
- b. Update on the regeneration project and agree next steps:
 - outline timeline for the project
 - consider establishment of a working group
- c. Use of the Common for organised events – to note progress on a hire agreement is pending the insurance renewal
- d. Hard court signage: to consider and approve new signage for the hard court (see March mins)
- e. Common/Children's Play Area – To consider any urgent repairs and maintenance

16. **Highways & Footpaths:** Footpaths – Update and any repair or maintenance matters to report

17. War Memorial

- a. Location of War Memorial: following the accident, to discuss and agree the most appropriate location for the War Memorial
- b. Update on cleaning works to the War Memorial
- c. WW1 Centenary – to consider any events to mark the centenary of the end of the War

18. **Trinity Well:** Update on the repair works and consider longer term repair needs

19. Planning

- a. Applications for consultation: none
- b. Applications awaiting NDDC decision
 - 64498: Erection of one agricultural livestock building & associated works at land west of Rackenford Green Lane
 - 64137: Extension to dwelling and variation of condition 1 attached to 77/47/53/2 (agricultural workers occupancy restriction) to include other agriculturally related occupancy groups (amended description), Backstone Moor
- c. Notifications / decisions from NDDC
 - 64484: Erection of detached garage at The Barn Lane past Blindwell Arm - granted

20. Insurance renewal: To consider quotes received and approve insurance cover from 1/6/18

21. Finance 2018/19

- a. Financial report: See budget monitoring statement
- b. Reserves: To consider and approve the allocation of funds across reserves, taking into account the outturn for 2017/18
- c. Payments to approve:
 - K Ward / HMRC clerks wages £282.77
 - K Ward expenses £4.94
 - Devon Association of Local Council subscription £84.43 (£73.44 + VAT)
 - FA Phillips snow clearance and salting £1308.00 (£1090.00 + VAT)
 - Rackenford Parochial Church grass cutting grant £200.00 (see min 1718-125)
 - Insurance renewal TBC

22. Data Protection Regulations: To note changes to data protection legislation coming in from May 2018 including appointment of a Data Protection Officer. To delegate to the Clerk, in consultation with all members, any actions necessary to ensure compliance with the new rules.

23. Batsworthy Cross Wind Farm: Verbal update

24. Shop/School: Verbal updates

25. Correspondence

26. Matters of Urgency for noting only

27. Next Meeting: Tuesday 3rd July 2018 at 7.30pm

Karen Ward (Clerk) Dated: 24 April 2018

RACKENFORD & CREACOMBE PARISH COUNCIL - 1 MAY 2018 BUDGET MONITORING

Balance as at 31st March 2018

£30,246.85

Income	Budget	Actual	Variance
Parish Grant	£360.00	£0.00	-£360.00
Precept	£5,941.00	£0.00	-£5,941.00
Interest (N'wide account)		£0.00	£0.00
Other - VAT		£0.00	£0.00
Other grants and donations		£0.00	£0.00
Hard Court Rent	£1,640.00	-£1,240.00	£0.00
	<u>£7,941.00</u>	<u>-£1,240.00</u>	<u>£0.00</u>

Expenditure	2017/18 Budget	Budget Transfers	Payments to Date	This Month's Payments	Budget Remaining
Direct service costs					
Common Maintenance	£325.00		£0.00		£325.00
Grass Mowing	£150.00		£0.00		£150.00
Playground Inspection	£90.00		£84.00		£6.00
Hard court maintenance	£200.00		£0.00		£200.00
Salt spreading / ploughing	£250.00	£840.00	£0.00	£1,090.00	£0.00
Trinity Well	£250.00		£0.00		£250.00
Other costs					
Audit Fees	£250.00		£0.00		£250.00
Clerk Salary + HMRC	£1,300.00		£0.00	£282.77	£1,017.23
Clerk Expenses	£40.00		£0.00	£4.94	£35.06
IT equipment / exps	£60.00	£41.00	£0.00	£40.83	£60.17
Insurance	£900.00		£0.00		£900.00
Other	£50.00		£0.00		£50.00
School Room Hire	£150.00		£0.00		£150.00
DALC, Parish online, CPRE, IC	£200.00		£0.00	£73.44	£126.56
Website	£120.00		£0.00		£120.00
Contingencies	£906.00		£0.00		£906.00
Defibrillator costs	£0.00		£0.00		£0.00
S.137 grants and other	£2,500.00	-£1,640.00	£0.00	£200.00	£660.00
Total revenue spending	<u>£7,741.00</u>	<u>-£759.00</u>	<u>£84.00</u>	<u>£1,691.98</u>	<u>£5,206.02</u>
Movement to and from reserves					
Car Parking and Path					
Hard Court Maint					
Playground Maint					
Common regeneration project					
Computer replacement		-£41.00			
Snow Warden		-£840.00			
P3					
Defibrillator	£200.00				
War memorial					
General reserves					
	<u>£7,941.00</u>	<u>-£1,640.00</u>	<u>£84.00</u>	<u>£1,691.98</u>	<u>£5,206.02</u>

VAT paid

£16.80

£237.16

Balance

£30,146.05

£1,929.14

Lloyds Balance as at 10/4/18

£23,166.91

Nationwide Balance as at 31/12/17

£6,979.14

Less u/c cheques / income banked

TOTAL

£30,146.05

£0.00

Summary of current

Car Parking and Path £1,000.00
 Hard Court £9,653.56
 Soft Play Area £1,879.39
 P3 £837.34
 Defibrillator £800.00

Common regeneration project ph 1 £416.00
 Common regeneration project ph 2-4 6,000.00
 Computer Replacement £944.00
 Snow Warden £510.00
 War Memorial £500.00
 Rackenford PC **£7,605.76**

£30,146.05

RACKENFORD & CREACOMBE PARISH COUNCIL - 2017/18 outturn report

Balance as at 31st March 2017

£20,317.67

Income	Budget	Actual	Difference
Parish Grant	£675.00	£675.84	£0.84
Precept	£5,850.00	£5,850.00	£0.00
Interest (N'wide account)		£6.98	£6.98
Other		£624.10	£624.10
Other grants and donations		£8,650.00	£8,650.00
Hard Court Rent	£1,640.00	£1,658.00	£18.00
	<u>£8,165.00</u>	<u>£17,464.92</u>	<u>£9,299.92</u>

Expenditure	2017/18 Budget	Budget Transfers	Payments to Date	Budget (under) / overspend
Direct service costs				
Common Maintenance	£325.00	£1,510.00	£1,585.00	£-250.00
Grass Mowing	£150.00		£0.00	£-150.00
Playground Inspection	£85.00		£84.00	£-1.00
Hard court maintenance	£0.00		£210.00	£210.00
Salt spreading	£250.00		£0.00	£-250.00
Trinity Well	£100.00	£580.00	£698.70	£18.70
Other costs				
Audit Fees	£200.00		£204.63	£4.63
Clerk Salary + HMRC	£925.00	£270.00	£1,408.69	£213.69
Clerk Expenses	£100.00	£24.00	£195.66	£71.66
IT equipment / exps	£0.00	£415.00	£415.81	£0.81
Insurance	£850.00		£864.01	£14.01
Other	£35.00		£32.75	£-2.25
School Room Hire	£200.00		£135.30	£-64.70
DALC, Parish online, CPRE, IC	£110.00		£171.00	£61.00
Website	£85.00		£115.00	£30.00
Contingencies	£800.00	£-800.00	£0.00	£0.00
Defibrillator costs	£0.00		£0.00	£0.00
S.137 grants and other	£2,500.00		£920.00	£-1,580.00
Total revenue spending	<u>£6,715.00</u>	<u>£1,925.00</u>	<u>£7,040.55</u>	<u>£-1,673.45</u>
Movement to and from reserves				
Car Parking and Path				
Hard Court Maint		£1,638.00		£1,638.00
Playground Maint				£0.00
Common regeneration project		£6,416.00		£6,416.00
Computer replacement		£235.00		£235.00
Snow Warden				£0.00
P3				£0.00
Defibrillator	£200.00			£200.00
War memorial		£500.00		£500.00
General reserves	£1,250.00	£-500.00		£750.00
	<u>£8,165.00</u>	<u>£10,288.00</u>	<u>£7,040.55</u>	<u>£-1,234.37</u>

VAT paid £495.19

Balance £30,246.85

Lloyds Balance as at 30/1/18 £23,267.71

Nationwide Balance as at 31/3/17 £6,979.14

Less u/c cheques / income banked

TOTAL £30,246.85

£0.00

Summary of current

Car Parking and Path £1,000.00

Hard Court £9,653.56

Soft Play Area £1,879.39

P3 £837.34

Defibrillator £600.00

Common regeneration project £6,416.00

Computer Replacement £985.00

Snow Warden £1,600.00

War Memorial £500.00

Rackenford PC £6,775.56

£30,246.85

RACKENFORD AND CREACOMBE PARISH COUNCIL – 1 MAY 2018

Agenda item 6 Review of Business at the Annual Meeting of The Council in Standing Orders

In order to reduce the burden of work at the Annual Meeting of the Council it is recommended to amend Standing Order 5.k below in order that business is spread throughout the year, and minor changes are delegated to the Clerk.

Standing Order 5. Ordinary Council Meetings

Matters recommended to be retained for the Annual Meeting of the Council

k. Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:

- a In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;
- b Confirmation of the accuracy of the minutes of the last meeting of the council;
- c Receipt of the minutes of the last meeting of a committee;
- d Consideration of the recommendations made by a committee;
- e Appointment of members to existing committees;
- f Appointment of any new committees in accordance with standing order 4 above;
- g (*England*) In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
- h Review of representation on or work with external bodies and arrangements for reporting back;

Matters recommended to be replaced by new Standing Order

- i Review and adoption of appropriate standing orders and financial regulations;
- j Review of inventory of land and assets including buildings and office equipment;
- k Confirmation of arrangements for insurance cover in respect of all insured risks;
- l Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- m Review of the terms of reference for committees;
- n Review of the council's complaints procedure;
- o Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- p Review of the council's policy for dealing with the press/media; and

Recommended new Standing Order 5.k

That the Council will maintain an up to date Core Documents list and Review Schedule to be approved annually at the Annual General Meeting. All Core Documents to be reviewed at in accordance with the Schedule. Minor amendments such as grammatical errors to be delegated to the Proper Officer. All other updates or amendments to be approved by Council. All Core Documents to be reviewed by full Council within 3 years of last review.

Matters recommended to be approved alongside setting of Budget and Precept and to be included in the Financial Regulations

- q Review of the council's and/or staff subscriptions to other bodies;
- r Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;

Matters recommended to be approved at the March meeting

- s Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

Agenda item 9 Statement of Financial Controls 2017/18

The Parish Council Financial year runs from 1st April to 31st March

1. The Clerk to maintain a financial file containing all invoices reconciled to cheque numbers and to log all remittance advices
2. Cheques need the signature of two Parish Councillors
3. Cheque stubs to be initialled by signatory
4. All payments and receipts to be entered into the cash book or computerized file.
5. The Clerk should present a financial summary at each Parish Council meeting
6. At quarterly intervals the accounts should be available for inspection, including Bank Statements, Cheque Books and Pass Books.
7. The Clerk to apply for the Precept in a timely manner.
8. Draft budget to considered at the November meeting with Final Budget and Precept approved at the January meeting
9. Annual Governance Statement and Annual Accounts to be prepared for inspection by the Internal and External Auditors.
10. Renew any insurance policies as required.
11. Council to review the assets and Risk Assessment at least annually
12. Maintain and submit HMRC Real Time payments
13. Maintain VAT records and reclaim VAT at least annually.

Agenda item 7: RACKENFORD AND CREACOMBE PARISH COUNCIL

CORE DOCUMENTS May 2018

Document	Approved / last review	Review date by Proper Officer	Review date by Council
Code of conduct	2014	Due	2018
Register of interests	On appointment	As required	n/a
Standing Orders	May 2017	1 year	2018
Financial Regulations	May 2017	1 year	2020
Grants policy	July 2017	1 year	2020
Training policy	July 2017	1 year	2020
Anti fraud and corruption policy	July 2017	1 year	2020
Equalities policy	September 2017	1 year	2020
Data protection and record retention policy	September 2017	1 year	2018 (new rules)
Planning Policy (in STOs)	May 2017	1 year	2020
Committees: terms of reference and delegations	n/a – no committees in place	n/a	Consider when committees set up
Risk assessment / register	March 2018	March 2019	March 2019
Asset Register	March 2018	March 2019	March 2019
Insurance policy	May 2017	May 2018	May 2018
Statement of Internal Control	May 2017	May 2018 (then March 2019)	May 2018
Annual governance statement	May 2017	1 year	May 2018
Financial Statement	May 2017	1 year	May 2018
Complaints procedure	May 2017	1 year	2020
Freedom of information procedure	May 2017	1 year	2020
Policy for dealing with press and media	May 2017	1 year	2020
Annual budget	January 2018	January 2019	January 2019
ICO publication scheme	October 2017	6 months	n/a
Written statement of particulars (employment contract)	September 2016	As required	As required
Disciplinary and grievance policy	n/a	Use NALC model if required	As required
Recruitment policy	n/a	Use NALC model if required	As required
Audit arrangements	September 2017	3 years (contract for 2017/18, 2018/19 and 2019/20)	2020

Other items for consideration:

Asset management plan

Reserves policy

Annual plan – meetings dates, schedule of reviews, key dates e.g. insurance, ROSPA

H&S policy

Schedule of charges