Rodington Parish Council

Chairman of the Council: Cllr David Johnson Clerk to the Council: Connor Furnival

MINUTES of the Council meeting held on Tuesday 14th May 2019 at Rodington Village Hall at 19:30.

Present:
Cllr D Johnson
Cllr M Crump
Cllr B Gaskin
Cllr K Smith
Cllr A Fletcher

In Attendance: Mr C Furnival (Clerk)

07/2019-20 Welcome

Cllr D Johnson welcomed members to the meeting. He said that he is pleased we now have a full member Council.

08/2019-20 Apologies

Cllr M Holyoake	Work commitments	Accepted
Cllr T Currie	Holiday	Accepted

09/2019-20 Chairman's Announcements

Cllr D Johnson said that he feels the Council has moved forward over the last year and following the Annual Parish Meeting we received some good and sensible ideas.

10/2019-20 Members Declaration of Acceptance of Office & Confirmation of their Register of Interests

Members present signed their declaration of acceptance of office which was observed by the Proper Officer and filled out their register of interests.

Cllrs Currie and Holyoake will have their forms filled out at the next possible meeting due to their absence.

11/2019-20 Election of Chairman

It was proposed by Cllr A Fletcher and seconded by Cllr B Gaskin that Cllr D Johnson be nominated for the vacancy of Chairman which was accepted **thus RESOLVED that Cllr D Johnson is duly elected as Chairman of Rodington Parish Council for the municipal year 2019/20.**

12/2019-20 Chairman's Declaration of Acceptance of Office

Cllr D Johnson signed the acceptance of office for the office of Chairman for the municipal year 2019/20 which was observed by the Proper Officer.

13/2019-20 Election of Vice Chairman

It was proposed by Cllr B Gaskin and seconded by Cllr K Smith that Cllr M Crump be nominated for the vacancy of Vice Chairman which was accepted **thus RESOLVED that Cllr M Crump is duly elected as Vice Chairman of Rodington Parish Council for the municipal year 2019/20.**

14/2019-20 Vice Chairman's Declaration of Acceptance of Office

Cllr M Crump signed the acceptance of office for the office of Vice Chairman for the municipal year 2019/20 which was observed by the Proper Officer.

15/2019-20 Minutes of the AGM held 2nd May 2018

It was proposed by Cllr D Johnson and seconded by Cllr Crump**,** all were in favour thus it was **RESOLVED that the minutes of the meeting held on 2nd May 2018 be signed as a true record.**

16/2019-20 Matters arising, for information, from the 2nd May 2018 AGM Minutes not otherwise on the agenda

No matters arising

17/2019-20 Remuneration

The Clerk gave an explanation on how the scheme would operate if accepted. Members felt that as the Council have not accepted a remuneration in the past that it is unlikely to be taken up but could not speak for members not present.

As there was no resolution of this item it would need to go to the June meeting for resolution.

18/2019-20 Confirmation of Standing Orders & Financial Regulations

The Clerk reported that there were no significant changes recommended by NALC that were relevant to a Council of our size. The Clerk thanked members for their help in working on the standing orders, financial regulations and following policies/procedures.

It was proposed by Cllr D Johnson and seconded by Cllr M Crump **thus RESOLVED to adopt the standing orders and financial regulations with the view to make possible amendments in the June meeting.**

19/2019-20 Confirmation of new set of Policies & Procedures

Members agreed that due to the amount of policies and procedures on the table, coupled with some members being on holidays that they would like further time to review them, however accepted that the Council do need to adopt them. It was proposed by Cllr B Gaskin and seconded by Cllr A Fletcher **thus RESOLVED to adopt the following policies and procedures with the view to make possible amendments in the June meeting.**

a) Media Policy
b) Code of Conduct
c) Social Media Policy
d) Risk Management Policy
e) Training Policy
f) Health & Safety Policy
g) Gifts & Hospitality Policy
h) Complaints Procedure
i) Equal Opportunities Policy
j) Disciplinary & Grievance Policy
k) Retaining Records Policy
l) Protocol for Councillor/Employee Relationships

20/2019-20 Confirmation of Bankers, Auditors and cheque signatories

The Clerk reported that since his time in this role he has directed had numerus issues with our current banker HSBC and he would like the opportunity to look at other banking providers. Cllr B Gaskin expressed the view that the issues to date are not good use of the Clerks time and if other Councils are having the same issues then it would be good to look at other options. Cllr D Johnson supported Cllr B Gaskins view and said that he had also been aware and involved in the issues we have had with the current banker. It was proposed by Cllr K Smith and seconded by Cllr D Johnson **thus RESOLVED to instruct the Clerk to look at other banking options available to the Council and report back at a future meeting.**

Members agreed to remain with the current Internal Auditor for the year 2019/20 and to retain the current bank signatories which are Cllrs Johnson, Crump, Fletcher and Gaskin**.**

21/2019-20 Annual Subscriptions

The Chairman explained that the benefits of being a member of SALC are significant to our Council and the Clerk explained that for purposes of training it is financially better for the Council to be a member. It was proposed by Cllr D Johnson and seconded by Cllr M Crump **thus RESOLVED to retain subscription to SALC.**

The Clerk reported that the use of Scribe is beneficial to the Council and saves much time and resources each month for the Council. It was proposed by Cllr M Crump and seconded by Cllr B Gaskin **thus RESOLVED to retain subscription to Scribe accounting.**

22/2019-20 Representatives on Outside Bodies

Members observed the current options for nominating representatives to outside bodies and the following appointments were agreed by members present.

Body	**Representative(s)**
Rodington Village Hall Management Committee	Cllr A Fletcher
Longdon-upon-Tern Village Hall Management Committee	Cllr D Johnson
Campaign to Protect Rural England (Shropshire Branch)	Cllr A Fletcher
Shrewsbury & Newport Canal Trust	Cllr K Smith
Telford & Wrekin Bus Users Group	Cllr M Crump & Clerk
SALC & Wrekin Area Committee	Cllr D Johnson & Clerk
Telford & Wrekin Rural Forum	Clerk
Snow Warden Liaison (with Telford & Wrekin Council)	Cllr B Gaskin
Rights of Way Liaison (with Wrockwardine Deanery)	Cllr B Gaskin

Emergency Plan Liaison (with Telford & Wrekin Council)	Cllr B Gaskin

23/2019-20 Financial Reports

A) Financial Summary

The Clerk updated members on our most recent statements from 8th March to 8th April and had provided statements of payments and receipts for this period.

Community Account (8th March 2019) **BMM Account** (8th March 2019)	17,675.06 14,216.74	**£31,891.80**
Debits Payments (refers minute no F/04-2018-19 and 132/2018-19)	9,062.10	
Credits Bank Interest Precept VAT Return	2.41 8,409 1,546.99	
Balance as at 8th April 2019		**£32,788.10**

B) Payments & Transfers

Members **RESOLVED to authorise the following payments for BACS transfer and cheque totalling £11,295.19 and for Cllr Fletcher & Cllr Crump to sign the authorisation form and vouchers.**

Details	Bank ref	Statutes	Account £
Internal audit fee	Transfer	A&A Regs 2003 SI 2003/533	£200.00
Grounds maintenance (1st Payment of new contract)	Transfer	LGA 1972 s214	£195.81
Cemetery pedestrian gate clearance	Transfer	LGA 1972 s214	£300.00
SALC affiliation fee	Transfer	LGA 1972 s111	£341.93
Arnold Baker Local Council Administration 11th edition for use of Clerk & Councillors	Transfer	LGA 1972 s101	£110.99
PAYE Tax April 2019	Transfer	LGA 1972 s112	£60.60
Employee Pension contribution April 2019	Transfer	LGA 1972 s112	£16.68
Employers Pension contribution April 2019	Transfer	LGA 1972 s112	£31.53
Staff Travel Expenses from 03.04.19 to 13.05.19	Transfer	LGA 1972 s112	£109.06
Staff Salary for April 2019	Transfer	LGA 1972 s112	£225.93
1,000 pages of printer paper	Transfer	LGA 1972 s133	£5.90
Final payment for cemetery entrance works	Transfer	LGA 1972 s214	£5,205.56

Final payment for cemetery water tank system	Transfer	LGA 1972 s214	£1,536.00

C) Insurance Renewal

Members reviewed the insurance policy renewals as advised by Came & Company. It was proposed by Cllr Crump and seconded by Cllr Fletcher **thus RESOLVED to renew our insurance under the policy offered by Aspire at the value of £352.85**

D) National 2019-2020 Salary Award

Members reviewed the National Salary Award advised by the National Joint Council and it was proposed by Cllr Johnson and seconded by Cllr Crump **thus RESOLVED to adopt the salary award to place the Clerk on SCP 8 which is an increase of pay from £10.11 to £10.37 per hour.**

E) Update of Year-End Accounts

The Clerk gave a short report on the progress of the year end accounts. He reported that the internal auditor has completed her audit and the details and recommendations of this audit would come to Council in the June meeting.

Meeting finished: 21:11