

HOLBECK & WELBECK

PARISH COUNCIL

Minutes of the Meeting of the Parish Council Held at the Welbeck Club on Tuesday, 25 April 2017

Present: Councillors: J Cuckson (Vice Chair), C Chambers, D Cooper, S Cuckson, M Newton, D Wall, W M Woodcock (Clerk)

1. Apologies for absence

Apologies for absence were received from **Councillor K Dukes**
Resolved to accept the apologies for absence.

2. Declarations of interests

None

3. Public Forum

There were no members of the public present and no report from the District Councillor.

4. Minutes of the previous meeting

The minutes of the Meeting held on Tuesday, 28 March 2017 were accepted as a true record. The Vice Chairman signed them accordingly.

5. Matters arising

None

6. Neighbourhood Planning

The Steering Group had been disbanded following adoption of the Neighbourhood Plan but two new groups were to be established. The first to monitor the Plan and the second to look at public sights detailed in the Plan e.g.

- Car Parking on the allotment site in Cuckney
- Lady Margaret Hall

Noted

It was agreed that this item would no longer be routinely added to the agenda in future.

7. Financial Risk Assessment Review

The Clerk presented the report for the Annual Financial Risk Assessment, which included a Review of Internal Audit (Appendix A)

Resolved to accept the report

Proposed: Cllr S Cuckson

Seconded: Cllr C Chambers

8 Annual Return for the Year Ended 31st March 2017

a. Annual Governance Statement for the Year Ended 31st March 2017

Members considered the Annual Governance Statement 2016/17.

It was **resolved** that Section 1 (items 1-9) of the Annual Return, the Annual Governance Statement 2016/17, be approved and signed accordingly by the Chair and Responsible Financial Officer (RFO)

b. Annual Accounting Statement for the Year Ended 31st March 2017

The Clerk/RFO presented the Accounts for the Year ended 31st March 2017, which had been circulated prior to the meeting. (Appendix B)

Members considered the Annual Accounting Statements 2016/17.

It was **resolved** that Section 2 of the Annual Return, Accounting Statements 2016/17, be approved and signed accordingly by the Chair and Clerk/RFO

Proposed: Cllr M Newton

Seconded: Cllr D Wall

9. Community Fund – Improving Broadband

It had not been possible to establish a line of sight from the property in Whitwell. Other solutions had been considered with BT, the most viable being to take their line along the A60 and bring it to a single property (the lodge adjacent Lady Margaret Hall) and then send wirelessly to the mast from there. Members had agreed to this being the preferred option as other schemes would prove too expensive. Bassetlaw District Council (BDC) was now awaiting written agreement from Welbeck Estates to use the lodge accordingly before work could commence. The overall cost of the project would be greater but BDC would finance the additional cost of the works by BT. Clarification was sought regarding the funding of the individual boxes required on each property.

It was **resolved** that, subject to what the eventual overall costs were, the individual connection charges would be paid for from the grant and any shortfall would be met from council funds as far as possible.

Proposed: Cllr S Cuckson

Seconded: Cllr M Newton

10. Council owned street lights

Clerk had received a quote for the cost of disconnection. This was an estimate and would vary according to the actual work involved following a survey. Preparatory work could be undertaken by a third party to reduce the cost. Notwithstanding that, the amount quoted was deemed excessive and beyond the current financial means of the Parish Council.

Clerk had written to Robin Brown, Estates Manager for Welbeck Estates and was awaiting a response. It was agreed to defer further consideration of options pending a reply.

11. BT Pay Phone/Phone Box in Holbeck

Clerk had sought further information from Bassetlaw District Council (BDC) but had not received a reply from the officer concerned.

[Clerk to contact Cllr Dukes for contact details for BT.](#)

12. Financial statement and accounts for payment

Refer to Item 8b. There was nothing further to add.

There were no questions.

Resolved to accept the financial statement and make payments as detailed below.

Proposed: Cllr S Cuckson Seconded: Cllr C Chambers

500255 £82.66 E.ON – Electricity supply

13. Requests for donations/grants

None

14. Correspondence

A list of correspondence, received since the last meeting, was circulated to members. (Appendix C)

The following additional item of correspondence had also been received by email:

INEOS Shale

East Midlands Seismic Survey

Parish Church Council

Update on the seismic data acquisition activities in the East Midlands.

Noted

15. Street lighting

PDQ had not yet had an opportunity to repair the faulty street light reported at the last meeting but would do so as soon as they were able.

16. Reports from representatives

None

17. Highway matters

There had been no response from NCC regarding the problem with water pooling on Holbeck Lane near to Hunciecroft Paddock or from Environmental Health at BDC regarding dog waste in the stone bin on Holbeck Lane.

[Clerk to chase these up.](#)

18. Planning matters

Cllr Dukes had been provided with details requested previously.

19. Risk assessment

Nothing to add

20. Any other business

None

21. Date of next meeting

The Annual Parish Meeting and the Annual General Meeting of the Parish Council will be held on **Wednesday**, 31 May 2017 at the Welbeck Club at 7:00 p.m.

The meeting closed at 8:45 p.m.

Chair's Signature: _____

Date: _____

HOLBECK & WELBECK PARISH COUNCIL

Report of: Clerk to the Council/Responsible Financial Officer

To: Holbeck and Welbeck Parish Council

Subject: Financial Risk Assessment

Date: 25th April 2017

1. Introduction

1.1 The Council is expected to carry out an annual assessment of the financial risks it is exposed to and identify any actions it considers necessary to minimise those risks.

2. Assessment and Review of Financial Risks

2.1.1 The following table attempts to identify the risks involved and recommends the necessary actions. The list is not exhaustive and Council may wish to consider other risks not identified.

Service Area	Area of Risk	Recommendation
Insurance	Public Liability (statutory)	Continue existing cover (£12m)
	Employers Liability (statutory)	Continue existing cover (£10m)
	Money/Cash	Continue existing cover (£250K/5k/£500)
	Fidelity Guarantee	Continue existing cover (£250k)
	Officials Indemnity	Continue existing cover (£10m)
	Libel & Slander	Continue existing cover (£250k)
	Personal Accident	Continue existing cover (£50k & £200pw)
	Legal Expenses	Continue with existing cover (£100k)
	Property/Street Furniture	Continue with existing cover (£7472 with £250 excess)
Administration	Payment arrangements	Council Standing Orders/Financial Regulations to be reviewed annually. Continue with requirement to report all payments to Council for approval. Continue with requirement for signatories to initial cheque stubs
	Reconciliation	Continue with bank reconciliation to be carried out on the receipt of each statement
	Advice	Continue with memberships of NALC and SLCC
Precept	Annual precept not the result of proper detailed consideration	Agree budget at Council Meeting prior to precepting.
	Illegal expenditure	Continue to ensure that all expenditure is within legal powers.
Accounting	Inadequate and/or non-compliant records kept	Continue to require adequate, complete and statutory financial records and

		accounts.
	Non-compliance with statutory deadlines for the completion, approval, submission of accounts and other financial returns.	Continue to ensure that all accounts and returns are completed and submitted by the deadlines.
	Non-compliance with internal audit requirements.	Appoint suitable internal auditor.
Internal Audit	Internal Audit Terms of Reference	Approve Internal Audit Terms of Reference annually in accordance with the minimum requirements suggested in "Governance and Accountability for Smaller Authorities in England".
		Internal Audit takes into account the Council's risk management processes (this document) and internal controls.
		Terms of reference define audit responsibilities in relation to fraud (direct reporting to Chair/Council).
	Independence	Internal auditor has direct access to those charged with governance (Council).
		Internal audit reports, where necessary, made in own name to Council.
		Internal auditor to have no other role within the Council.
	Competence	There should be no evidence that the internal audit work has not been carried out ethically, with integrity and objectively.
	Relationships	Responsible officers (Clerk, RFO) are consulted on the internal audit plan and on the scope of each audit.
		Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.
		The responsibilities of the Council Members are understood.
	Audit Planning and Reporting	The audit plan where appropriate properly takes account of corporate risk.
		The Council has approved any such plan.
		Internal audit is expected to report on a "negative" basis (report only areas of concern/recommendations).
Contracts	Ensuring continued value for money coupled with continuity of work.	Approve the practice of seeking tenders for any contracted work in accordance with Standing orders. Tenders to be opened at next Council meeting or, where necessary, by the Chairman and Clerk and reported to next available Council meeting.

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Receipts and Payments Account for the Year Ended 31 March 2017

2015/16		2016/17
	Receipts	
3404.00	Precept	3369.00
244.00	Concurrent Grant	166.00
2.34	Interest Received	0.00
33.78	VAT	39.66
<u>0.00</u>	Misc	<u>0.00</u>
<u><u>3684.12</u></u>		<u><u>3574.66</u></u>
	Payments	
1952.52	Staff Costs	1973.76
531.89	General Administration	582.47
0.00	Section 137	25.00
329.61	Electricity	448.02
<u>39.66</u>	VAT	<u>52.26</u>
<u><u>2853.68</u></u>		<u><u>3081.51</u></u>
	Cumulative Fund	
5015.64	Balance b/fwd at 1.4.16	5846.08
3684.12	Add Receipts	3574.66
<u>2853.68</u>	Less Payments	<u>3081.51</u>
<u><u>5846.08</u></u>	Balance c/fwd at 31.3.17	<u><u>6339.23</u></u>
	Represented by	
5846.08	Cash at Bank - Current Account	6339.23
<u><u>5846.08</u></u>		<u><u>6339.23</u></u>

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Correspondence Listing: 25th April 2017

Originator	Dated	Details
Bassetlaw District Council	Email 02.04.17	Parish Precept Notification
Bassetlaw District Council	Email 10.04.17	Everton Neighbourhood Plan - Consultation
Campaign to Protect Rural England (CPRE) Nottinghamshire	Email 13.04.17	Annual general Meeting – Advance Notice Manifesto re County Council Elections
Nottinghamshire Association of Local Councils	Email	Introduction to Chairmanship Training: 7th June 2017
Nottinghamshire Police & Crime Commissioner	April 2017	The Beat
Via East Midlands Ltd (NCC)	Email 06.04.17	Seasonal Decorations Applications
Western Power	Emails 12.04.17	Quote to disconnect street lights