

# *HOLBECK & WELBECK*

## *PARISH COUNCIL*

### **Minutes of the Meeting of the Parish Council held in the Education Room at The Harley Gallery on Tuesday, 19 March 2019**

**Present:** Councillors: D Wall, (Vice Chair), D Cooper, S Cuckson,  
M Newton and W M Woodcock (Clerk)

**Also in Attendance:** County Councillor (CC) Kevin Greaves

#### **1. Apologies for absence**

Apologies for absence were received from **Councillors C Chambers, 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.

County Councillor Kevin Greaves advised on the following:

- Speed restrictions on the A60 were now in place. There were no plans to introduce cameras or interactive signs, however, the Parish Council can request the police to monitor if it is believed restrictions are being ignored.
- A crossing on the A60 will be in place this year, opposite the Harley Gallery.
- A donation had been made from CC Greaves' Community Fund to Welbeck Tennis Club towards the purchase of a defibrillator.
- CC Greaves had attended a demonstration about shale gas exploration/extraction. It had been confirmed that Bassetlaw formed part of the biggest area for shale gas in England.
- Nottinghamshire County Council (NCC) now wholly owned VIA, the 'arm's length' company. The current Leader of NCC was still pursuing plans to purchase Laxton from English Heritage.

Thanks were extended to CC Greaves for his input.

#### **4. Minutes of the previous meeting**

The minutes of the Meeting held on Tuesday 19 February 2019 were accepted as a true record. The Vice Chairman signed them accordingly.

#### **5. Matters arising**

None

## 6. 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 M Newton

Seconded: Cllr D Cooper

## 7. The Future of Holbeck and Welbeck Parish Council

Councillor Dukes had requested this item be placed on the Agenda to consider the merits of and options for Holbeck and Welbeck remaining an independent Parish Council, in view of its size and it being a part of the wider Neighbourhood Plan Area. A discussion took place with some Members wishing to remain independent and others willing to consider alternatives. It was agreed that, in view of imminent elections and the absence of Cllr Dukes, this was perhaps not the best time to consider this matter. It was agreed that the subject might be reintroduced at some time in the future.

## 8. The War Memorial

Cllr Chambers had asked that this item be placed on the Agenda but it was agreed to defer it to the next meeting, in view of Cllr Chambers' absence.

## 9. Requests for donations/grants

Further to the request discussed at the last meeting, from the Community Redevelopment Support Group (CRSG) requesting a donation towards the Community project in Cuckney, Clerk advised Members that this would not be a S137 donation and, therefore, its rejection on grounds of budget availability did not apply. There was a general discussion about the size and cost of the project and the significant grant funding already applied for. Any contribution from such a small PC as Holbeck and Welbeck would necessarily constitute a rather insignificant sum and might seem derisory. It was felt a more meaningful and appropriate donation might be made when the facility was complete, perhaps towards equipment. Clerk to write to Chair of CRSG accordingly

**Resolved** not to make a donation to CRSG at this time for the reasons stated above.

Proposed: Cllr M Newton

Seconded: Cllr S Cuckson

## 10. Financial statement and accounts for payment

Clerk reported that the balance of the Bank Account was currently £4,187.80.

A copy of the Cash Book had been distributed prior to the Meeting.

Year End was fast approaching and it was necessary to appoint an internal auditor.

**Resolved** to enlist the services of Mrs J Greveson to conduct the Internal Audit once again.

[Clerk to contact Mrs Greveson accordingly](#)

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

Proposed: Cllr S Cuckson

Seconded: Cllr D Cooper

200007	£341.58	W M Woodcock – Clerk's salary (x2)
200008	£171.00	H M Revenue & Customs – PAYE liability

## **11. Correspondence**

A list of correspondence, received since the last meeting, had been circulated to Members prior to the meeting. (Appendix B)

**Noted**

## **12. Reports from representatives**

Neighbourhood Plan Monitoring Group – A meeting had been held the previous week comprising representatives from BDC, Welbeck and the NP parishes to draw up terms of reference and to form an agreement incorporating the wishes of all parties.

**Noted**

## **13. Street lighting**

Some lights were missing in the villages as part of the changeover to LED but should be operational again shortly.

There had still been no response from Thomas Campion, Welbeck Estates, regarding the issue of the Council-owned street lights.

**Noted**

## **14. Highway matters**

Item 3 refers also

The verges in Holbeck had now been cut back and thanks were due to Alan Samson, in particular, at Welbeck Estates, who had also undertaken to ensure the grass is maintained.

[Clerk to email sincere thanks to Alan Samson](#)

**Noted**

## **15. Planning matters**

None

## **16. Risk assessment**

Nothing to add

## **17. Any other business**

Nomination Packs (Item 11 refers) for the forthcoming elections were distributed to Parish Councillors. Completion instructions were felt to be very confusing and Clerk agreed to contact BDC for clarification.

**18. Date of next meeting**

As previously agreed, the Annual Parish Meeting and the next Meeting of the Parish Council will be held on Tuesday, 23 April 2019, with the Annual General Meeting to be held on 7 May (to conform to post election requirements) in the Education Room at The Harley Gallery at 7:00 p.m.

The meeting closed at 8:15 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:** 19<sup>th</sup> March

**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.

<b>Service Area</b>	<b>Area of Risk</b>	<b>Recommendation</b>
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 (£7927 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	Continue to require adequate, complete

	records kept	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.

*HOLBECK & WELBECK*  
*PARISH COUNCIL*

**Correspondence Listing: 19<sup>th</sup> March 2019**

Originator	Dated	Details
Bassetlaw District Council	26.02.19	Parish Council Elections – 2nd May 2019 – Nomination Packs
Bassetlaw District Council	Email 08.03.19	Parish Council Elections – Return of Election Expenses
Bassetlaw District Council	Emails 08.03.19	Rural Conference Reminder/Agenda 14 March 2019
Bassetlaw District Council	13.03.19	Parish Council Elections – 2nd May 2019
Clerks & Councils Direct	March 2019	Issue 122
NALC	Email 01.03.19	NALC Legal Update – February 2019*
Nottinghamshire Association of Local Councils	Emails 28.02.19 12.03.19	New Councillor Training Finance Training
Nottinghamshire Association of Local Councils	Email 12.03.19	Election Candidates private addresses No Longer Published – Letter from the Minister for Local Govt.
Nottinghamshire Association of Local Councils	Email 15.03.19	CPRE's Best Kept Village Competition 2019
Nottinghamshire Association of Local Councils	February 2019	Council News: Employees as Whistle Blowers
Nottinghamshire Police	Email Various	Stakeholder Updates*
Nottinghamshire Police & Crime Commissioner	March 2019	The Beat*
Via / Nottinghamshire County Council	15.03.19	Public Paths on arable land

\* Forwarded to Members individually prior to the meeting