

Minutes of the Parish Council Meeting of Keresley Parish Council

held on Tuesday 14th August 2018

Venue: Keresley United Reform Church, Bennetts Road, Keresley @ 19.00 hours

Present:			
Cllr R Weaver Coventry C.C.	Appointee	Cllr J Passmore	
Cllr S Camwell	Chair	Cllr A Middleton	
Cllr T Gudgeon	Vice Chair	Cllr S Redhead	
Mrs B Bland BB	Locum Clerk	Cllr C Wood	

In attendance: Mr Adrian West, Coventry City Council Monitoring Officer and Mrs Carol Bradford, Coventry City Council Solicitor.

There was one member of the public attending.

1. Welcome & Apologies

RW welcomed new Councillors, elected Members, Adrian West and Carol Bradford from Coventry City Council, and invited Cllr Camwell to Chair. There were no apologies.

2. Declarations of Interest

New Co-Optee Councillors completed and signed their Declaration of Interest forms and returned to Clerk for process with Mr West and website c/o Cllr Passmore.

2a Personal Interests

None declared.

2b Prejudicial Interests

None declared.

Cllr Passmore to create new email address for Mrs Bland or access to existing email clerk@keresley-pc.gov.uk This email address also to receive any enquiries from the public to the parish council currently being monitored and managed by Cllr Passmore.

3. Minutes of Last Meeting (7th November 2017)

The minutes of the last meeting were considered by Cllrs Camwell, Gudgeon and Passmore who were all in attendance and confirmed as an accurate record.

IT WAS RESOLVED Cllr Gudgeon proposed the minutes of the last Parish Council meeting held on 7th November 2017 be approved; seconded by Cllr Camwell.

4. Finance

4.1 August Payments

WALC fees – Cllr Weaver to talk to John Crossling, County Officer regarding fees for Keresley to join; there are representatives from Parish and Town Councils; also WALC provides subsidised training for all Councillors and Clerk; Advice surgeries are also available with free consultations in all areas of planning, HR, Governance, Legal and Professional, GDPR (New General Data

Protection Regulations) and Legal Topic updates. There will also be a need for WALC to re-issue password for Keresley to access their website. Cllr Passmore advised he has password and can access WALC. Mr West also confirmed that Coventry City Council in partnership with WALC can provide training around Governance.

Action: RW to contact WALC for fees update; Cllr Passmore to provide Mrs Bland with password for WALC.

IT WAS RESOLVED Members unanimously approved WALC membership and benefits from joining.

Reimbursement of Locum Clerk

Members considered payment of Locum Clerk given no access to bank account currently. 2 hours per week was agreed (8 hours per month) in line with current salary rate. Meriden Parish Council will pay the additional hours and these will be reimbursed by invoicing Keresley Parish Council.

IT WAS RESOLVED Members unanimously agreed that Meriden Parish Council pay the additional hours of Locum Clerk and Keresley will reimburse upon receipt of invoice.

Internal Auditor

Members considered the appointment of an internal auditor to assist with financial year end procedures and internal controls processes. The cost of the internal audit is £80 but additional costs need to be ascertained for the purpose of setting up internal control processes and systems.

Action: Mrs Bland to contact individual auditors.

IT WAS RESOLVED Members approved an "in principal" agreement to appoint an internal auditor subject to Mrs Bland's update at next parish council meeting.

Rent of Hall (Meeting Venue)

Currently the Hall is £20 per evening session (2 hours). It is understood this will continue and the Hall Committee understands the current situation.

IT WAS RESOLVED Members approved current arrangements for hall rental of all future parish council meetings.

Zurich Insurance

Cllr Camwell advised that she has been in contact with Zurich and they are happy to wait until current issues are resolved. However Keresley Parish Council are without insurance. RW advised that Meriden has recently renewed their insurance and moved from Zurich to Came & Company with a much better premium saving considerably. Cllr Camwell advised the last premium was £163.70 with a renewal date of 10th July 2018; Cllr Gudgeon retrieved an email and confirmed this fact. Mrs Bland was requested to call Zurich and Came & Company with a view to insurance being set up from September and will report back at next meeting with outcome.

Action: Mrs Bland to contact Zurich and Came & Company for revised premium and proposal for September meeting.

RW asked Mr West if it was possible to secure a short term loan for insurance premium from Coventry City Council. It is noted the serious concerns of Keresley Parish Council remaining uninsured particularly without public liability insurance; Cllr Passmore confirmed there to be one noticeboard and two memorial benches as Council assets.

Action: Mr West to look into a loan from Coventry City Council for the purposes of setting up immediate insurance cover.

CPRE – membership to be renewed at £36.

IT WAS RESOLVED CPRE to be renewed. Approved by Members unanimously.

4.2 Bank Account

The balance of the bank account stands at £4,677.95 confirmed in statement for period 13th February – 13th March 2018.

4.3 Annual Governance Statement 2017-2018

RW advised that PKF Littlejohn is the appointed external auditor with effect from 1st April 2018. Mr West had already called Littlejohn to explain current situation. Littlejohn have accepted Mr West's explanation and the fact that Keresley falls into "small councils" category with a budget of less than £25,000 and therefore will not require an external audit. However an Exemption Certificate is required to avoid a £200 fine.

Cllr Camwell advised that there is no internal audit trail, financial records or bank statements for financial period 1st April 2017 to 31st March 2018. Mrs Bland suggested that a starting point would be (i) take the closing balance of year end 2016-17 from Annual Return; (ii) take opening balance from bank statement from 1st April – 30th April 2017; (iii) Request from HSBC bank statements for financial year 2017-18 to reconcile opening and closing balances. Cllr Redhead agreed that this was a good way forward and the only logical action under the circumstances for Annual Return to be completed.

Action: (i) Mrs Bland to request bank statements from HSBC; (ii) carry out some internal checks/reconciliation using bank statements and cheque book; (iii) complete Annual Statement.

IT WAS RESOLVED Members approved above actions proposed by Cllr Redhead and seconded by Cllr Gudgeon.

4.4 Exemption Certificate

Mrs Bland to complete Exemption Certificate for small councils with income of less than £25,000 per annum; and duly sign in accordance with Annual Governance Statement and Annual Accounting Statement.

Action: Mrs Bland to complete and sign off Exemption Certificate for small councils with an income less than £25,000 per annum.

5. Standing Orders/Financial Regulations

RW advised that some amendments were needed to Keresley's Standing Orders and Financial Regulations. WALC have 2018 dated copies of both which may be downloaded and personalised for individual parishes with all up to date legislative content.

Action: Cllr Weaver and Mrs Bland to prepare draft documents for consideration at next meeting.

6. Progress Reports

RW explained that this item is standard on agendas to provide the opportunity for Councillors with specific responsibilities to report back to public and Council i.e. footpaths, trees etc.

7. Clerk's Report

RW explained that this item is standard on agendas to provide the opportunity for the Clerk to report back on decisions taken during the month.

7.1 Clerk Vacancy

RW advised that the clerk vacancy will be put onto WALC website. The current advertisement will be revised. Mr West was asked if this could be included on Coventry City Council's job pages. Both he and Mrs Bradford thought unlikely that a page would be set up specifically for the parish council and all Coventry City Council vacancies are outsourced to another website with a link from Coventry. It was agreed for the advertisement to be revised and posted onto WALC website.

Action: RW to revise advertisement and liaise with WALC for posting onto their website job page.

8. District/Ward Councillor Reports

RW explained it was good practice to invite District/Ward Councillors to parish council meetings. Cllr Camwell advised meeting notifications had previously been sent with some success in Councillor attendance. Mr West said he would send to Mrs Bland Ward Councillors email addresses for future meeting notifications.

Action: Mr West to email Ward Councillor addresses to Mrs Bland.

9. Correspondence & Communication

Nothing to report.

10. Keresley Parish Matters

Cllr Camwell explained that the majority of the Parish lies in Keresley Green with a boundary that divides Keresley Green and Keresley.

11. Planning Matters

Members reported that they do not receive Parish Notifications regarding planning applications within Parish. They requested Mr West take back their concerns to planning officers to ensure previous addresses have been amended. Cllr Passmore confirmed that some parish notifications come into clerk's inbox which he has access too but there were concerns that written copies and appeals are going to previous clerk Mrs Milner.

Mr West agreed to take the matter to planning officers and ensure current parish council contact details are up to date.

Action: Mr West to ensure current parish council contact details are up to date and Mrs Milner's address and email address are deleted.

12. Election of New Members 2019

Mr West confirmed that there are seven seats on Keresley Parish Council. Currently there are three elected councillors; three co-opted councillors; and one vacancy. WALC is putting together a two hour session for potential/interested councillors at Coventry City Council. Parish Council elections will include Allesley, Finham and Keresley. He further advised that the current Chair of WALC is Cllr Weaver so take advice from her. Members considered and discussed the situation of encouraging potential interest and request this item be put onto October's agenda with a view to getting local people interested and distributing leaflets.

Action: Mrs Bland to ensure this remains a standing item on future agendas with focus on October's meeting looking leaflets and distribution to promote interest.

13. Councillor Reports/Items for Future Agenda

Cllr Gudgeon advised that she would be attending the next Development Community Forum meeting is to be held at the Little Meeting Room, St Giles Church on 6th September 2018. Cllr Gudgeon to report back at next meeting.

Action: Cllr Gudgeon to attend Development Community Forum and report back to next meeting.

14. Date of Next Meeting

Prior to meeting closure Cllr Camwell wished to record Keresley Parish Council's thanks to Adrian West and Carol Bradford of Coventry City Council for attending this evening's meeting and their valuable input. She further wished to record her thanks on behalf of Members for the support and assistance of Cllr Weaver and Mrs Bland in steering Keresley back on track.

The date of the next meeting is Tuesday 11th September 2018 commencing at 19.00 hours with a public Development meeting followed at 20.00 hours by full Council meeting.

The Meeting closed at 21.55 hours.