

DOLTON PARISH COUNCIL
MINUTES OF THE ANNUAL GENERAL MEETING
held on Monday 8th May 2017 in Dolton Village Hall @ 7.30pm

Present: Cllr J Lock (Chairman), Cllrs R Dunn, C Giles, J Rolls, A Haynes, M Grigg, N Walker, S Martindale, P Rendell, Cllr R Lock (ward councillor)the Clerk, and 6 members of the public
Apologies:

12(17/18) Election of Officers

Chairman: Cllr John Lock Proposed: Cllr Giles, Seconded: Cllr Haynes All agreed
V/Chair: Cllr Cynthia Giles Proposed: Cllr Grigg Seconded: Cllr Dunn All agreed

13(17/18) Election of councillors with responsibility for:

Finance – Cllr Hayne proposed Cllr Walker, seconded Cllr Dunn
Asset Inspections – Cllr Rolls proposed Cllr Grigg, seconded Cllr Dunn

14(17/18)Financial Statement for year ending 31st MARCH 2017

The Clerk presented the income and expenditure accounts for the year ending March 31st 2016 and highlighted any significant changes from the previous year, a copy of which is attached to these minutes for reference. The Internal Auditor has signed off the accounts on the Audit return form.

15(17/18). The Clerk’s Administrative report to the Council

The Clerk presented a report on the administration of the Council’s affairs for the year ending 31st March 2017, a copy of which is attached to these minutes for reference.

16(17/18). Nomination of representatives to Committees

- a) *Dolton Rangers AFC - Cllr N Walker*
- b) *Village Hall – Cllrs Lock*
- c) *Area Advisory Group –Cllrs Dunn*

Proposed by Cllr Rolls and Seconded by Cllr Giles with all in agreement

17(17/18). Playing field charges

It was agreed to keep charges for the playing fields at the 2016/17) fee level.
£10 for hire to local organisations, commercial hirings to be negotiated individually; Dolton Rangers AFC pay a nominal rent of £5 per annum ground rent for the club house site. Dolton School Licence – a new agreement has been signed in 15/16 which sets the fee at £250 to be reviewed after 3 years. Proposed: Cllr Dunn, Seconded; Cllr Rolls with all in agreement

There being no further business the Chairman closed the meeting at 7.45 p.m.

Signed.....

Dated.....

CLERKS REPORT ON ADMINISTRATION OF DOLTON PARISH COUNCIL AFFAIRS 2016/17

Accounts

5.1 A summary of income and expenditure and bank reconciliations has been circulated with explanatory notes.

Assets

5.2 A internal controls policy is in place and attached to this is a Register of Assets owned by the Council. This year the Council purchased approx. 1/3 acre of the field adjacent to to the village hall. Deeds of property owned are with solicitors Trowers & Hamlins LLP, The Sennate, Southernhay Gardens, Exeter EX1 1UG

Borrowings

5.3 At close on 31/3/2017 the Council had no outstanding borrowings

Leases

5.4 At the end of the year the council had entered into no new leases

Debts

5.5 At close of business on 31/3/16 the Council had no debts outstanding

Tenancies

5.6 The football club pays a nominal rent of £5 per annum ground rent for the changing rooms. The playing field is rented by Devon County Council for use by Dolton Primary School for £250/per annum. A new lease has been signed during 15/16.

Donations

5.7 During the year the following grants/donations were made:-

Friends of Dolton 1 st Responders, vehicle maintenance	£350.00
St Edmunds parochial church council –churchyard maintenance	£350.00
Donation towards Queens 90 th birthday village celebrations	£137.58

Website.

5.8 To meet the requirements of the new Local Government Transparency Code The Parish Council website has been expanded. This will now display :- Agendas and minutes of meetings, details of items of spending over £100, end of year accounts as per the Annual Return, the annual governance statement as per the Annual Return, bank reconciliation statements, internal Audit Report as per the Annual Return, names of Councillors, their responsibilities, and which committees and outside bodies they are put onto by the Council, list of Assets(land and buildings).

Many other useful pieces of information are also available on the website.

DPC SUMMARY OF INCOME AND EXPENDITURE 2016/17

INCOME		EXPENDITURE			
15/16		16/17	15/16		16/17
£			£		
12,961.01	precept	13621.23	3624.02	clerk salary	3,636.24
944.99	council tax support grant	429.77	431.26	clerk/office expenses	461.29
-	hmrc - vat repayment	196.83	132	village hall hire	128.00
250.00	primary school -lease of field	250	3487.11	repairs	50.00
5.00	football club -hire/water		1696.77	village maintenance	1,737.94
906.00	TAP fund	860	59.72	sww	58.62
122.76	grants		2835.5	grass cutting	3,020.92
1.19	misc (wayleave)	250		play equipment	
-	hirings	10	1025.65	misc inc defib,	1,734.15
8.32	reserve account interest	3.17	100	audit	120.00
82.77	liquidity manager 95 day account interest	91.33	1100	grants	937.58
	*donations	6260.7	49.23	training	0.00
			1049.77	insurance	975.48
			91	inspection	
			260.09	contract	91.00
			177.93	subs	263.55
				vat	740.43
				capital	
				purchase	13,000.00
				legal fees	
				(land	
				purchase and	
				land	
				registration	977.53
				housing	
				survey	300.00
<u>15,282.04</u>	TOTAL	<u>21,973.03</u>	<u>16120.05</u>	TOTAL	<u>28,232.73</u>

*£5500 allocated for air ambulance landing site, remainder used towards defibrillator