

DOLTON PARISH COUNCIL
MINUTES OF THE ANNUAL GENERAL MEETING
held on Monday 21st May 2017 in Dolton Village Hall @ 7.30pm

Present: Cllr J Lock (Chairman), Cllr C Giles (Vice Chair), Cllrs R Dunn, J Rolls, A Haynes, N Walker, S Martindale, P Rendell

Also in attendance: Ward Cllr R Lock, C. Cllr A Saywell, the Clerk, and 1 member of the public

Apologies: Cllr M Grigg was unwell.

12(18/19) Election of Officers

Chairman: Cllr John Lock. Proposed by Cllr Rolls; seconded by Cllr Martindale. There were no other nominations and all were in favour. Cllr Lock advised the meeting that he would be standing down as Chair next year.

Vice Chair: Cllr Cynthia Giles. Proposed by Cllr Lock; seconded by Cllr Haynes. There were no other nominations and all were in favour.

13(18/19) Election of councillors with responsibility for:

Finance: Cllr Haynes. Proposed by Cllr Walker; seconded Cllr Dunn. All were in favour.

Asset Inspections: Cllr Rolls. Proposed by Cllr Dunn, seconded Cllr Martindale. All were in favour.

14(18/19) Financial Statement for year ending 31st MARCH 2018

The Clerk presented the income and expenditure accounts for the year ending March 31st 2018 and highlighted the significant changes from the previous year. An error was noted and the corrected copy has been agreed and is attached to these minutes for reference. Cllrs also noted the Statement of Accounts and reviewed the Internal Auditor Report which confirmed all was in order.

15(18/19). 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 2018, a copy of which is attached to these minutes for reference.

16(18/19). Nomination of representatives to Committees

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

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

17(18/19). Playing field charges

It was agreed to keep charges for the playing fields at the previous fee level, which is £10 for hire to local organisations: commercial hiring to be negotiated individually. Dolton School Licence for use of the playing field: a new agreement with the Multi Academy Trust commencing September 2018 sets the fee at £250. Proposed by Cllr Dunn, seconded by Cllr Rolls with all in agreement.

There being no further business the Chairman closed the meeting at 7.55 p.m.

Signed.....

Dated.....

INCOME				EXPENDITURE			
	16/17	17/18			16/17	17/18	
Precept	13621	16498	(gross)	Clerk salary	3636	3057	Ten months paid
Council tax support grant	430			Clerk/office expenses	461	464	
HMRC - VAT repayment	197	809		Village Hall hire	128	114	
Primary school -lease of field	250	250		Repairs	50	145	
Football Club - hire/water		5		Village maintenance	1738	1703	
TAP fund	860			Utilities	59	247	Now includes football pavilion
Grants		37346	TDC and Ward Cllr Grant for Car Park; TAP Fund	Grass cutting	3021	3059	
Misc	250	50		Play equipment		0	
Hirings	10	10		Misc	1734	537	16/17 included one off defibrillator
Reserve account interest	3	1		Audit	120	200	
Liquidity Manager 95 day account interest	91	91		Project exp from grants	938	54226	AA Landing Light Electrics, Car Park, Community Grants
Donations	6261	500		Training	0	25	
				Insurance	975	929	
				Inspection contract	91		
				Subs	264	274	
				VAT	740	10707	VAT reclaimed on project exp
				Capital purchase	13000		Nothing capitalised in 17/18
				Legal fees (land purchase and land registration)	978		one-off purchase in 16/17
				Housing survey	300		
	21973	55560			28233	75687	
Balanced with Cash Bk		52503	net of salary			72630	net of salary

Dolton Parish Council AGM: 21st May 2018

CLERK'S REPORT ON ADMINISTRATION OF DOLTON PARISH COUNCIL AFFAIRS 2017/18

Accounts

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

Assets

An internal controls policy is in place and attached to this is a Register of Assets owned by the Council. This year the car park has been completed, and the Air Ambulance Landing Lights and the Defibrillator have also been added to the Asset Register. Deeds of property owned are with solicitors Trowers & Hamlins LLP, The Sennate, Southernhay Gardens, Exeter EX1 1UG

Borrowings

At close on 31/3/2018 the Council had no outstanding borrowings

Leases

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

Debts

At close of business on 31/3/18 the Council had no debts outstanding

Tenancies

The football club pays a nominal rent of £5 per annum ground rent for the changing rooms. The playing field has been rented by Devon County Council for use by Dolton Primary School for £250/per annum. The Primary School will convert to Academy Status in September 2018 and a new agreement between the Multi Academy Trust and the Parish Council has been drawn up.

Donations

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
Dolton and Dowland Village Hall – for car park opening ceremony	£100.00

Donations totalling £665 have been received to sponsor the planting of the half barrels.

Website

To meet the requirements of the Local Government Transparency Code The Parish Council website has information about the Agendas and Minutes of meetings, details of items of spending over £100, the end of year accounts as per the Annual Return, the Annual Governance Statement as per the Annual Return, Bank Reconciliation statements, the Internal Audit Report as per the Annual Return, the names of Councillors, their responsibilities, and which committees and outside bodies they are put onto by the Council, and a list of Assets (land and buildings). Many other useful pieces of information are also available on the website.