

MINUTES OF THE ANNUAL MEETING OF ECCLESTON PARISH COUNCIL
held on TUESDAY 14 MAY 2019 at 7.30 pm
in OUR LADY HELP OF CHRISTIANS CHURCH HALL, Portico Lane, Eccleston Park

PRESENT: Cllr Sims (Chair)
Cllrs Ashcroft, Duncan, Gray-Williams, Haw, C Pearl, G Pearl, Skepper and Williams
J Anderson – Clerk

19.01 APOLOGIES

Cllrs Cass, Kempself and Watmough

19.02 DECLARATION OF INTEREST

Cllr G Pearl declared an interest in Item 19.20 – Planning Applications

19.03 MINUTES OF MEETING HELD 9 APRIL 2019

Resolved that the minutes be approved and signed by the Chairman as a correct record.

19.04 MATTERS ARISING

None

19.05 ELECTION OF CHAIRMAN

It was proposed and seconded that Cllr Sims be elected as Parish Chairman for the year 2019/2020. Cllr Sims was pleased to accept.

19.06 ELECTION OF DEPUTY CHAIRMAN

It was proposed and seconded that Cllr Ashcroft be elected as Deputy Chairman for the year 2019/2020. Cllr Ashcroft was pleased to accept.

19.07 ACCEPTANCE OF OFFICE/DECLARATION OF INTERESTS

Councillors completed and signed Acceptance of Office and Declaration of Interests forms.

19.08 CONSTITUTION OF COMMITTEES

Resolved that the committees be constituted as follows:

Planning – Cllrs Ashcroft, Haw, C Pearl, Sims, Skepper and Watmough

Finance – Cllrs Duncan, Haw, G Pearl, Sims and Skepper

Hall & Personnel – Cllrs Duncan, Haw, C Pearl, Sims and Skepper

Open Spaces – Cllrs Haw, C Pearl, G Pearl, Sims, and Skepper

Editorial – Cllrs Duncan, Haw, G Pearl, Sims and Skepper

Procedures – Cllrs Ashcroft, Haw, G Pearl, Sims and Skepper

Smithy Working Party – all Councillors to attend. Held before each Parish Council meeting

Smithy Heritage – Cllrs Ashcroft, Sims, Skepper and Watmough

Ecclesfield Management – Cllrs Ashcroft, G Pearl, Sims and Skepper

War Memorial Working Party – Cllrs Duncan, Gray-Williams, Haw, Skepper and Watmough

Eccleston Ward Committee Representative – Cllr Skepper

19.09 REPRESENTATION OF OUTSIDE BODIES

Resolved that the following be noted:

Merseyside Playing Fields – Cllr Haw
Healthwatch – Cllr Duncan
Merseytravel – Cllr Kempell
Observers at Lester Drive Centre – Cllrs Duncan and Skepper

19.10 STANDING ORDERS, FINANCIAL REGULATIONS AND QUORUM

Resolved to use the SLCC model of Standing Orders and Chairmanship along with Financial Regulations. Meetings will take place with a quorum of 4 councillors, as per Standing Orders May 2019 which will be reviewed annually.

19.11 RESPONSIBLE FINANCIAL OFFICER AND INTERNAL AUDITOR

Resolved that the Clerk continues to carry out the duties of Responsible Financial Officer and Mr A Scott to continue as Internal Auditor for 2019/2020.

Resolved that in order to comply with the current audit requirements the Parish Council would request the Internal Auditor to undertake on a regular basis a review of the financial procedures adopted by the Council in connection with payments and receipts, insurance and other such matters as may be identified from time to time as part of ongoing assessment of the Council's activities.

19.12 BANK MANDATE AND DIRECT DEBITS

Resolved that the present mandate specifying 2 Councillors and the Clerk to sign cheques should continue. Resolved also that the direct debits continue for SSE Energy, Water Plus, CF Corporate (photocopier lease), B&M Office Machines (photocopying allowance and machine service), BT (Smithy telephone) and GPS Telecoms (Clerk telephone).

19.13 APPROVAL OF ANNUAL GOVERNANCE STATEMENT

The Annual Governance Statement 2018/19 was agreed by Councillors and signed by the Chairman.

Internal Audit – Mr A Scott had completed and signed the Annual Internal Audit Report for the External Audit when he carried out his final quarterly audit.

19.14 APPROVAL OF ANNUAL ACCOUNTS

The Annual Accounting Statements 2018/2019 were agreed and signed by the Chairman.

19.15 REVIEW OF POLICIES AND PROCEDURES

The following policies and procedures had been reviewed and it was resolved that they be signed:

- Forward Plan
- Documentation Policy
- Documentation Plan
- Environmental Sustainability Statement
- Collections Development Policy
- Care and Conservation Policy
- Care and Conservation Plan
- Documentation Procedural manual
- Access Policy Statement

- Information and Data Protection Policy
- Privacy Notice
- Hall Terms and Conditions – closing time added. Hall to be vacated by no later than 9pm

19.16 REVIEW OF EMERGENCY PLAN

The Emergency Plan had not changed except for emergency contact details. **It was agreed that an updated list would be provided at the next Parish meeting.**

19.17 RESIDENTS' ISSUES

No issues to report.

19.18 POLICE REPORT

Unfortunately no one had been able to attend and crime figures had not been received.

19.19 REPORTS

Resolved to note the following:

Smithy Working Party – all Councillors were given a copy of the Curators' Report for May. The following points were discussed:

- Blacksmith's Day – craftspeople had been booked as well as beekeepers. The event would open at 12 noon until 6pm
- Hall Users – Damage – Curators reported sticky tape on the walls, ceiling and beams
- Hall Users – Security – Curators raised concerns that fire doors were not being closed securely. The Clerk had asked the Caretaker to check them
- Access – Curators asked whether it would be possible to have a fire door lock on the fire door on the Smithy corridor in order for the Curators to access the Smithy when the hall is in use
- Updates to Policies – policies had been reviewed and no amendments made. Policies to be signed

19.20 PLANNING APPLICATIONS

Resolved to note the following:

Delegated

54 Old Lane	Demolition of existing detached outbuilding and erection of a single storey rear extension N/O
11 Ingleholme Gdns	Erection of a front dormer N/O
16 Elm Grove	Single storey extension to side and rear elevation N/O
46 Broadway	Demolition of existing conservatory, and erection of single storey rear extension N/O

19.21 ACCOUNTS

Received: Village Hall £1346, 1st half precept £29,177.82, RK PAYE £77.80, Windle phone £9.97

Total Receipts **£30,611.59**

Payments:

P & S Landscapes – VH grounds maintenance	100.00
GPS Telecom – Clerk's phone March	35.88
BT – Smithy phone and internet	145.86
St Helens Council – temporary event notice for IBD	21.00

B&M Office Machines – photocopies/machine service qtr	62.28
A Scott – internal audit	175.00
Water Plus	12.29
Water Plus	5.00
L Poole – May inc elections cover	423.45
J Chamberlain – May	168.86
V Griffiths – May	168.86
J Anderson – May + petty cash	1306.90
Merseyside Pension Fund – employer and employee contributions May	439.13
Our Lady Help of Christians – hall hire	20.00
GPS Telecoms – Clerk’s phone April	40.24
Total Payments	£3124.75

INTERNAL AUDIT – Anthony Scott carried out his quarterly audit with nothing to report. He completed and signed the Annual Internal Audit Report for the External Audit.

RECONCILIATION – The Clerk reported that as at 30 April 2019 the Balance in the Current Account was £6,500.00, Reserve Account £41,573.79 and Capital Deposit Account £465.83.

PETTY CASH – Expenditure for the month of April 2019	£31.03
Approximate balance at the end of April 2019	-£1.20

19.22 CORRESPONDENCE

Tribute was paid to Councillor Wally Ashcroft of Windle Parish Council and formerly St Helens Council, who had sadly died on Sunday 5 May 2019.

Resolved to note the following:

Email from Bleak Hill School – awards assembly on Monday 22 July 2019 at 2.30pm

St Helens Council email – amended Code of Conduct

Email Christ Church – holding a community event on 22 June to attract dog lovers **It was agreed that Parish Council could not contribute financially to the event but Councillors could give individually if desired. Clerk to reply to Christ Church to explain.**

19.23 DATES OF MEETINGS

Resolved to note the following:

Tuesday 4 June 2019	7.00 pm	Ecclesfield	Village Hall
Tuesday 11 June 2019	7.00 pm	Smithy Meeting	Village Hall
	7.30 pm	Parish Council	Village Hall

The meeting closed at 8.10pm.

SIGNED

DATED