

**MINUTES OF THE CHOPPINGTON PARISH COUNCIL MEETING HELD ON
TUESDAY 21 JUNE 2017 IN STAKEFORD AND BOMARSUND SPORTS AND
SOCIAL WELFARE CENTRE**

THOSE ATTENDING:

Cllr E A Barrell
Cllr K Grimes
Cllr G Huntley
Cllr A Iley
Cllr J Rowell
Cllr P Vaughan, Chairman
Cllr L Watson

IN ATTENDANCE:

Mr D L Nicholson JP, Parish Clerk/Responsible Finance Officer and Ms A Brindley, Assistant Parish Clerk and, 1 member of the public.

AGENDA PART 1

C011/17 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr J Foster (child care). Members accepted that this was a proper reason for absence.

C012/17 2. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTERABLE INTEREST(S)

None received.

C013/17 3. PUBLIC QUESTIONS.

None received.

C014/17 4. PLANNING MATTERS FOR CONSIDERATION.

Cllr K Grimes asked that an early meeting of the planning committee be arranged to discuss working procedures for 2017/18. The meeting was asked to confirm that during the interim period Cllr K Grimes and the Parish Clerk would represent the Parish Council in connection with all planning matters.

C015/17 5. CO-OPTION TO FILL PARISH COUNCIL VACANCY.

Mrs H Allsopp was duly moved, seconded and elected to be a member of the Parish Council. Cllr Allsopp joined the meeting.

1. Members agreed that the following councillors would be authorised to sign cheques, bank mandates and instructions to the Parish Council's bankers on behalf of the Parish Council, on the request of the Proper Officer. It was further agreed that in compliance with standing orders and financial regulations 2 signatures will be required.
2. Members agreed that they should all receive training in respect of their individual and collective.

RESOLVED:

Members discussed the arrangements required for bank authorizations and considered the training required in relation to members responsibilities.

10. C020/17 FINANCIAL AUTHORISATION.

RESOLVED: Members agreed that each member should individually scrutinise the programme during the life of this Parish Council.

The Parish Clerk presented a report detailing the various assets owned by the Parish Council and those items of equipment in the ownership of partner organizations, utilised to deliver the services provided by the authority. The resources included in the budget for 2017/18 and subsequent years for repair and replacement were detailed and approved. The Parish Clerk demonstrated the flexibility required within the programme and detailed expenditure incurred this financial year for the replacement of 2 grass cutting machines used for the preparation of specialist surfaces for bowls and cricket. The Parish Clerk invited members to consider a schedule of members' inspection of the repair/replacement programme.

9. C019/17 ASSET MANAGEMENT REPAIR AND REPLACEMENT.

Members received these minutes and confirmed their accuracy.

8. C018/17 TO RECEIVE THE MINUTES OF THE ANNUAL MEETING HELD ON 16 MAY 2017.

There were no matters arising.

7. C017/17 ANY MATTERS ARISING.

The minutes were received and accepted as being a true record of proceedings and, the chairman was authorised to sign as such.

6. C016/17 TO RECEIVE AND ADOPT THE MINUTES OF THE PARISH COUNCIL HELD ON 12 APRIL 2017.

3. Authorised Councillors:

Cllr E A Barrell

Cllr G Huntley

Cllr A Iley

Cllr J Rowell

Cllr P Vaughan

C021/17 11. **TO RECEIVE AND APPROVE THE ANNUAL RETURN AND ASSOCIATED ACCOUNTING FOR THE YEAR ENDED 31 MARCH 2017.**

The Parish Clerk/Responsible Finance Officer presented the annual return and supporting documentation for the financial year end 31 March 2017. The return includes:

1. Accounting statements 2016/17
2. Annual Governance Statement 2016/17
3. Annual internal audit report 2016/17

together with supporting documentation including:

1. Various copies of confirmation minutes
2. Various copies of bank statements sent in confirmation of balances/actions
3. Copy of workings undertaken to complete accounting statements
4. Confirmation of the appointment of the internal auditor
5. Copy of the letter prepared by the internal auditor together with the statement of internal control assessment and audit checklist
6. Copy of the asset register
7. Copy of the risk statement adopted by the Parish Council
8. Bank reconciliation for the period
9. Explanation of significant variations
10. Reconciliation of boxes 7 and 8 – working detail
11. Intermediate audit questionnaire
12. Details of other sources of income

The Parish Clerk/Responsible Finance Officer placed on record his appreciation of the work undertaken by the Deputy Parish Clerk and Community Accounting North East in relation to the preparation of the return and year end accounts.

The letter to the Parish Council from the Internal Auditor, Mr P Basnett, was presented. This confirmed the Internal Audit and assurance process had been completed and that there were no matters arising from that report requiring the particular consideration of the Parish Council.

RESOLVED:

1. Members agreed to award a grant of £150 to each of the following snooker teams:
Stakeford and Bomarsund Veterans Snooker Team
Stakeford and Bomarsund A Team
Choppington A Team
Choppington B Team
2. Members agreed to award a grant of £500 to Wansbeck Tea Dance.
3. Members agreed to award a grant of £150 to the Stakeford Mothers and Toddlers Group.
4. Members agreed that a grant of £100 be made to the Ashington and District Male Voice Choir.
5. Members agreed to award a grant of £200 to Stakeford Art Scene.
6. Members agreed to award a grant of £100 to 'Circuits 4 Everyone'.
7. In respect of local seniors snooker teams, Wansbeck Tea Dance, Stakeford Mothers and Toddlers Group and Ashington and District Male Voice Choir, it was further agreed that grants to these organizations would recur on an annual basis so long as the groups continued to meet the criteria applying to the award of grants. The responsibility for the payment of recurring grants and for their inclusion in the annual budget was delegated

RESOLVED:

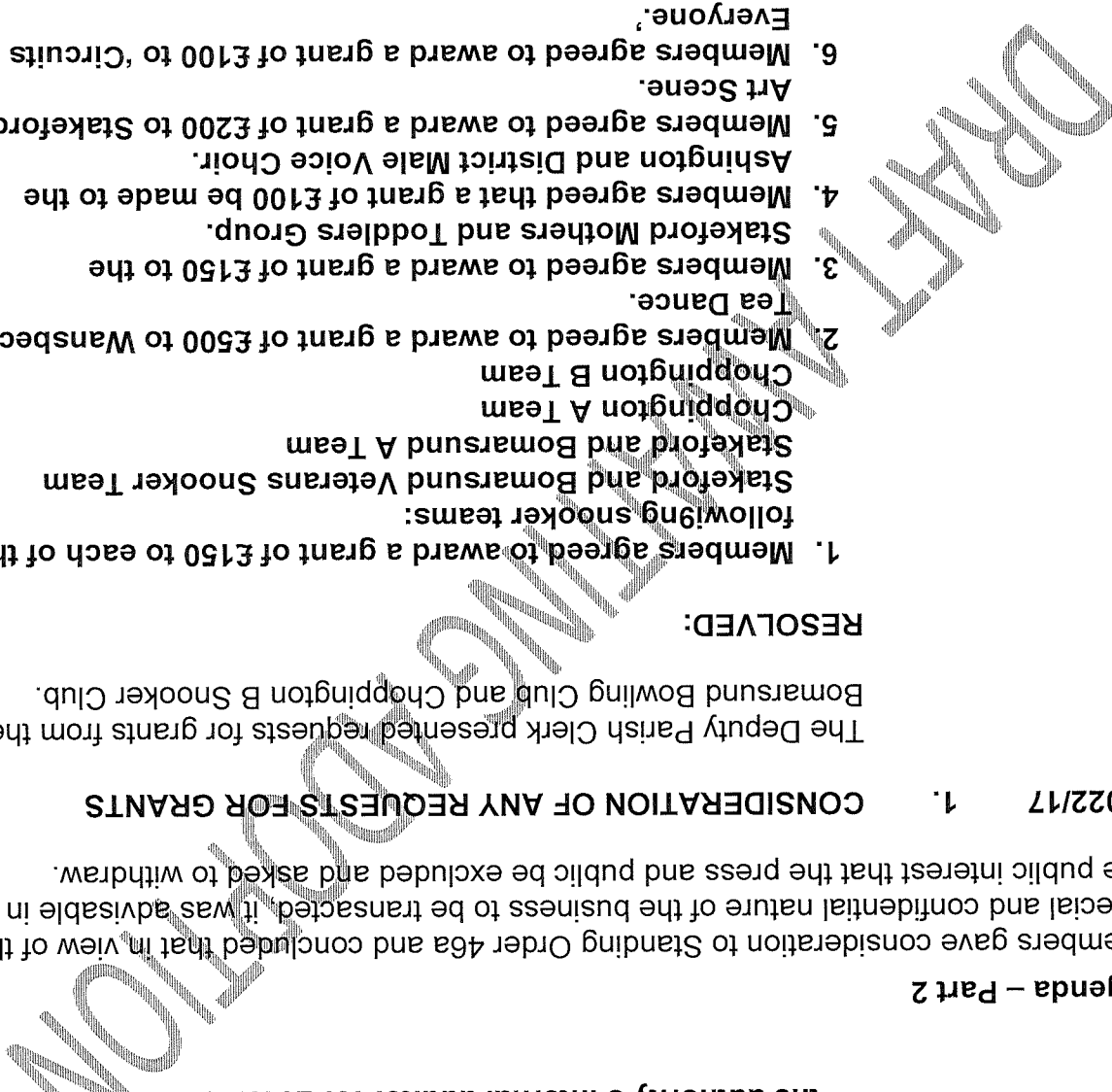
The Deputy Parish Clerk presented requests for grants from the Bomarsund Bowling Club and Choppington B Snooker Club.

1. C022/17 CONSIDERATION OF ANY REQUESTS FOR GRANTS

Members gave consideration to Standing Order 46a and concluded that in view of the special and confidential nature of the business to be transacted, it was advisable in the public interest that the press and public be excluded and asked to withdraw.

Agenda – Part 2

1. Members received and approved the year end accounts and supporting documentation for the year ended 31 March 2017.
2. The Chairman and the Parish Clerk/Responsible Finance Officer were authorised to sign the various statements contained in the Parish Council's annual return for the financial year ended 31 March 2017.
3. The Parish Council received the Internal Auditor's annual audit letter and agreed that Mr P Basnett be appointed as the authority's internal auditor for 2017/18.



to the Parish Clerk/Responsible Finance Officer.

There being no further business the meeting closed at 21.10

Chairman

Date 20 July 2016

DRAFT AWAITING ADOPTION

