

TODWICK PARISH COUNCIL

Minutes of the council meeting held in Todwick Village Hall at 7.00 p.m. on Tuesday 30th April 2024 at 7.00 p.m.

Present

Councillor Dixon – Chairman
 Councillor Jeffrey
 Councillor Lambert
 Councillor Molyneux
 Councillor O’Sullivan
 Daniel Thorpe
 J R Walker – Clerk & Financial Officer

24/59 APOLOGIES

Apologies were received from Tony Rusling and Matt Baldry,

24/39 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

(a) There were no disclosures made by members of any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and any other relevant interests under the Members’ Code of Conduct

(b) There were no requests for dispensations to councillors to take part in discussions and votes where they had declared disclosable pecuniary interests.

24/40 ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS

No items were raised.

24/41 PARISH COUNCIL MEETINGS

Resolved:

That the minutes of the meeting of the Parish Council held Tuesday 26th March 2024 be confirmed as an accurate record and signed by the Chairman.

24/42 REPORT BY THE CLERK AND FINANCIAL OFFICER

Monies received since last meeting.

	£
1. RMBC – Half-year Precept	31500.00
2. Todwick Village Hall – Contribution to Village Hall Works	2573.00
3. Todwick Parish Recreation Ground Charity – Remainder of Funds	109.74
4. HMRC – 2023/24 VAT Repayment	4458.65
5. MUGA Users – Hire of Multi Use Games Area	160.00
6. Kiveton Under 17 FC – Hire of Football Pitch	35.00

Payments made since last meeting.

1. Business Stream – Water Bill at Allotments	77.33
2. YLCA – Membership Subscription	490.00
3. 848 IT Services Ltd – Additional Microsoft License	62.09
4. Todwick Village Hall – Meeting Rent	21.00
5. Business Stream – Water Bill at Recreation Ground	292.51
6. SSE Energy Solutions – Electricity Bill at Recreation Ground	225.01
7. UK Doors – Supply/Fit Shutters at Village Hall	2731.20
8. HMRC – April Tax/NI	334.85
9. Haywards Horticulture – Grounds Maintenance at Recreation Ground	996.00

Payments to be made.

1. Daniel Thorpe – Cleaning and Security	250.00
2. J R Walker.– Salary and Expenses	1186.07
3. Kingswood Allotts Ltd – Internal Audit Fee	330.00
4. James Dixon – Repaid Cost of Materials for Bowling Pavilion Floor	350.00
5. Green Pastures Pest Control – Pest Control at Allotments and Recreation Ground	123,75

Un-presented cheques

There were no unrepresented cheques.

Present bank statement balances

Business Saver Account (Cheque Feeder)	Community Account (Cheque)
£42,937.51	£-995.00

Total balance after all payments and receipts to date £39,897.69

24/43 COMMITTEES, ORGANISATION REPORTS AND DONATIONS

(a) The play areas inspection reports had been received for both sites. There were no high risks identified.

(b)

(i) Councillor Dixon reported some rotting of the timber floor in the bowling pavilion. He had inspected together with contractors and arranged for necessary works to be carried out at a total cost of £560.00. He had given the successful contractor £350 cash to enable the purchase of necessary materials. The remaining balance would be paid by cheque on satisfactory completion of the works. Testing had shown that water had been flowing onto the floor because of a lack of sealing around the windows and the contractor was also to attend to this. The Bowling Club had applied preservative to the external timbers and redecorated the inside. The building looked well.

(ii) Councillor Dixon reported that lighting to the multi-use games area would commence early in May. This should encourage additional use, particularly in the winter months.

(iii) Councillor Molyneux reported that rubbish was continually left at the multi-use games area. Daniel Thorpe was present and agreed to add removing this litter as part of his cleaning duties.

(iv) Councillor Molyneux reported that Todwick Villa FC may not be hiring the football pitch next season because so many games had had to be played elsewhere because of the continual flooding of the pitch.

(v) Councillor Jeffrey reported that the water had now been turned on at the allotments. He had received a further application to cultivate a plot and there were now two on the waiting list.

24/45 GOVERNANCE MATTERS

From the 7th May there would be a period when the Council would not be quorate.

Resolved :

To give delegated powers to the Clerk and Financial Officer to decide on any matters of urgency or otherwise, that he considered necessary for the proper administration of the Council, and to avoid any liabilities for the authority until the Council was properly quorate and could meet legally.

24/46 PLANNING MATTERS

There were no new planning applications to consider.

There were no members of the public present who wished to address the Council and therefore no open session was held at 8.00 p.m.

24/47 APPROVAL OF THE INTERNAL AUDIT REPORT 2023/24

Clerk had provided Members with a copy of the Annual Internal Audit Report 2023/24 in advance of the meeting.

Resolved:

To approve the Annual Internal Audit Report for 2023/24

24/48 APPROVAL OF THE ACCOUNTS FOR FINANCIAL YEAR 2023/24

Clerk had provided Members with a copy of the Receipts and Payments Account for Financial Year 2023/24, including bank reconciliation, and a comparison with 2022/23 in advance of the meeting, together with an explanation of significant variances.

Resolved:

To approve the Receipts and Payments Account for Financial Year 2023/24 and the comparison with 2022/23 together with an explanation of significant variances.

APPROVAL OF THE ANNUAL GOVERNANCE STATEMENT FOR 2023/24

24/49 Clerk had provided all members with a copy of the Annual Governance Statement 2023/24 prior to the meeting:-

Members responded positively to each of the following statements in the Annual Governance and Accountability Return 2023/24 Part 3 and agreed to its meaning as it affected the Council.

	Agreed – Yes or No	<i>'Yes' means that the Council:</i>
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes	<i>Prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes	<i>Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of the council to conduct its business or manage its finances.	Yes	<i>Has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes	<i>During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes	<i>Considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes	<i>Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes	<i>Responded to matters brought to its attention by internal and external audit.</i>

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Yes	<i>Disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit	Yes	<i>Has met all of its responsibilities whereas a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

Resolved:

To approve the specific answers given in the Annual Governance Statement of the Annual Return for the Year Ended 31 March 2024.

24/50 APPROVAL OF THE ACCOUNTING STATEMENTS FOR 2023/24

Clerk had provided all members with a copy of the Accounting Statements for 2023/24 prior to the meeting:-

	Year ending 31 March 2023 £	Year ending 31 March 2024 £	<i>All figures must agree to underlying financial records.</i>
1. Balances brought forward	24,516	6,574	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	50,240	55,264	<i>Total amount of precept received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	84,026	26,043	<i>Total income or receipts as recorded in the cashbook less the precept. Include any grants received.</i>
4. (-) Staff costs	16,878	17,895	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings.</i>
6. (-) All other payments	135,329	61,455	<i>Total expenditure or payments as recorded in the cashbook less staff costs and loan interest/capital repayments.</i>
7. (=) Balances carried forward	6,574	8,531	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)</i>
8. Total value of cash and short-term investments	6,574	8,531	<i>The sum of all current and deposit bank accounts, cash holdings and short-term investments held as at</i>

			<i>31 March (To agree with bank reconciliation)</i>
9. Total fixed assets plus long-term investments and assets	1,106,486	1,239,171	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long-term investments as at 31 March</i>
10.Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB)</i>

	Yes	No	N/A	
Disclosure note re Trust funds (including charitable)	Yes			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accountancy statements above do not include any Trust transactions</i>
Disclosure note re Trust funds (including charitable)	Yes			<i>The figures in the accounting statements above do not include any Trust transactions.</i>

Resolved:

- (i) To approve the Accounting Statements given in Section 2 for Financial Year 2023/24 in the Annual Return for the Year Ended 31 March 2024.
- (ii) To set the dates for the exercise of public rights as required by the Accounts and Audit Regulations from 3rd June to 12th July 2024 inclusive.

24/51 COUNCIL WEBSITE

Councillor O’Sullivan had updated the website.

24/52 NEIGHBOURHOOD WATCH

The Clerk reported the crime statistics prepared by Norman Anderson.

Monthly Categories

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Burglary	1	3											4
Criminal Damage and Arson													
Other Theft	1												1
Other Crime													
Vehicle Crime	2	2											4
Public Order		1											1
Violence and Sexual		3											3
Possession of Weapons													
Drugs													
Bicycle Theft													
Anti-social Behaviour	1	4											5
Total	5	13											18

Councillor Dixon reported on the advantages of having strategically placed CCTV in the village. Woodsetts had this and consequently a very low level of crime. Harthill Parish Council was also looking to install this and he suggested members considered doing so in Todwick when funds

became available.

24/53 PARISH MATTERS

Discussion took place about the condition of a memorial seat on Kiveton Lane opposite the “Red Lion”. This related to a family no longer present in the village and would need to be addressed unless RMBC adopted this with the other wayside seats in the village.

24/54 NEWSLETTER

Councillor Dixon apologised that the “Informer” newsletter had not yet been printed due to some computer problems. It now consisted of some 12 pages and should be able to be published soon.

24/55 DISCUSSION OF ANY ITEM(S) FOR WHICH THE PRESS AND PUBLIC HAVE BEEN EXCLUDED

There were no items to discuss.

24/56 ITEMS FOR THE AGENDA OF THE NEXT MEETING

No items were raised.

24/57 DATE OF NEXT MEETING

It was not known when the Council would be able to be quorate from the 7th May and therefore detailed arrangements for the next meeting could not be made.

Resolved:

- (i) That the next ordinary meeting and annual meeting be combined.
- (ii) That the Clerk and Financial Officer arrange for the meeting to be held as soon after the 7th May that there were sufficient members for the meeting to be quorate.

The meeting ended at 8.45 p.m.

..... Chairman

..... Date