

WEST MOORS PARISH COUNCIL

MINUTES of the **ANNUAL PARISH COUNCIL MEETING** held on Thursday 28th May 2009 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.30pm.

PRESENT:

Cllr. J. Bartley	Cllr. J. Church	Cllr. A. Clarke
Cllr. P. Gaussen	Cllr Mrs M Hall	Cllr. P. Holden
Cllr. J M Price	Cllr. M. Shine	Cllr. S. Walker
Cllr. K. Warren	Cllr. B. Wye	Cllr. J. Young
Cllr. Ms S. Zyga		

OTHERS PRESENT: Ms J Weedon (Clerk)
Mrs Pauline Holloway (Assistant Clerk)
4 members of the public

APOLOGIES: Cllr. Mrs C. Holmes Cllr. R. Watson

09/001 QUESTIONS FROM MEMBERS OF THE PUBLIC
None

09/002 TO ELECT A CHAIRMAN OF THE COUNCIL FOR THE YEAR MAY 2009 TO MAY 2010
Cllr's Clarke, Gaussen and Walker were nominated as Chairman.
Cllr's Clarke and Gaussen did not wish to run and withdrew.
Cllr Stephen Walker was proposed and seconded and duly elected as Chairman of the Parish Council
Voting: 11 for, 1 abstention

09/003 TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN
Cllr S Walker signed the Declaration of Acceptance of Office as Chairman to the Council and the Clerk received it.

09/004 TO ELECT A VICE CHAIRMAN OF THE COUNCIL
Cllr's Clarke, Holmes, Price and Wye were nominated as Vice Chairman.
Cllr's Clarke and Wye did not wish to run and withdrew.
Cllr C Holmes was proposed and seconded
Cllr J Price was proposed and seconded
After a vote Cllr J Price was duly elected Vice Chairman to the Council
Voting: 6 for Cllr Holmes, 7 for Cllr Price

09/005 TO RECEIVE DECLARATIONS OF INTERESTS
None

09/006 TO APPOINT STANDING COMMITTEES
It was RESOLVED that the committees be appointed as follows:

Finance and General Purpose

Cllr Bartley
Cllr Hall
Cllr Holden
Cllr Holmes
Cllr Price
Cllr Walker
Cllr Watson
Cllr Young
Cllr Gaussen

Environment

Cllr Bartley
Cllr Church
Cllr Holden
Cllr Holmes
Cllr Price
Cllr Warren
Cllr Watson
Cllr Wye
Cllr Zyga
Cllr Gaussen
Cllr Young

Planning Consultative

Cllr Bartley
 Cllr Church
 Cllr Hall
 Cllr Walker
 Cllr Warren
 Cllr Wye
 Cllr Zyga

09/007 TO APPOINT REPRESENTATIVES OF THE COUNCIL TO OUTSIDE BODIES

It was RESOLVED that representatives be appointed as follows:

Cllr J Bartley – Archivist
 Cllr K Warren and Cllr Ms S Zyga – Civil Emergency list members
 Cllr K Warren and Cllr Ms S Zyga – Community Resilience Members
 Cllr B Wye and Cllr Mrs C Holmes – DAPTC, Larger Towns and Parish committee
 Cllr B Wye and Cllr Mrs C Holmes – DAPTC, Area Committee
 Cllr P Holden – Footpath Liaison Officer
 Cllr P Holden – Memorial Hall Representative
 Cllr Mrs C Holmes – Oakhurst First School Governor
 Cllr Mrs M Hall – St Mary’s First School Governor
 Cllr Mrs M Hall – Tree Preservation Officer
 Cllr P Holden – Youth Club Liaison Representative
 Cllr P Holden - PACT Panel Representative
 Cllr Mrs C Holmes, Cllr J Price and Cllr Miss J Church – Local Action Group Liaison
 Cllr B Wye - Allotment Association Representative
 Vacant – Publicity Officer

09/008 TO APPROVE AND SIGN MINUTES OF THE PARISH COUNCIL MEETING HELD ON 26th MARCH 2009

Having been circulated, the minutes on pages 484 - 488 were agreed, adopted and signed as a true and correct record.

09/009 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES

a) **The Report of the Amenities committee** held on the 2nd April 2009 pages 489 – 491 as circulated, was confirmed, adopted and signed.

- i. Minute no 08/532, it was **RESOLVED** that the Parish Council approve in principal to Dogs on a lead combined with a dog exclusion order on marked sports pitches.
- ii. Minute no 08/533a, it was **RESOLVED** that AFC Bluebridge be offered the opportunity to place a storage container in the Fryer Field car park. AFC Bluebridge to be responsible for keeping the container in an acceptable condition, if the club ceases to use the fryer field sports facilities then the container would have to be removed within 3 months. AFC Bluebridge are to be responsible for obtaining planning permission and any associated costs for purchase, installation and removal of the container. A ground rent of £50 per annum paid in advance would be required.
- iii. Minute no 08/533b, concern was raised over not making a charge to the cricket club as per AFC Bluebridge it was **RESOLVED** that West Moors Cricket Club be offered the opportunity to place a small metal shed in between the garage and the storage container in the Fryer Field car park. WM Cricket Club to be responsible for keeping the shed in an acceptable condition, if the club ceases to use the fryer field sports facilities then the shed would have to be removed within 3 months. WM

Cricket Club are responsible for any costs associated with the placement of the shed, including purchase, installation and removal.

Voting: 2 against, 11 for

- iv. Minute no 08/535 it was **RESOLVED that a plaque be placed in the Pavilion in recognition of the Daphne Harrison bequest to the village**

b) **The Report of the Planning Consultative Committee** held on the 9th April 2009 pages 492 - 493 as circulated, was confirmed, adopted and signed.

c) **The Report of the Finance and General Purpose Committee** held on the 16th April 2009 pages 494 - 498 as circulated, was confirmed, adopted and signed.

d) **The Report of the Planning Consultative Committee** held on the 7th May 2009 pages 499 - 503 as circulated, was confirmed, adopted and signed.

e) **The Report of the Amenities committee** held on the 14th May 2009 pages 504 - 505 as circulated, was confirmed, adopted and signed.

f) **The Report of the Finance and General Purpose Committee** held on the 21st May 2009 pages 506 - 513 as circulated, was confirmed, adopted and signed.

- i. Minute no 08/561, **it was RESOLVED that the Final Accounts for 2008/09 be approved as attached on page 513 of the minutes.**

Voting: Unanimous

- ii. **Minute No 08/562, It was RESOLVED that the Parish Council approve further investigations into the costs of providing a permanent Parish Office.**

Voting: 11 for, 1 against

- iii. Minute No 08/563, **it was RESOLVED that the Saturday opening of the Parish office continue to be manned by Councillors on a voluntary basis taking into account the internal auditors report on the use of the internal staff office.**

Voting: 11 for, 1 abstention

All Members were asked to contact Cllr Bartley if they wished to volunteer to man the Parish office.

09/010 TO CONFIRM THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON THE 23RD APRIL 2009

It was confirmed that the Annual Parish meeting minutes were a true and correct record of the meeting.

09/011 TO RECEIVE DORSET COUNTY COUNCILLOR REPORT

Cllr Gausen had nothing to report

09/012 TO RECEIVE EAST DORSET DISTRICT COUNCILLORS REPORTS

a) Cllr Clarke's written report contained information on QE Leisure Centre, Wimborne Square Enhancement scheme. A copy of the full report is held in the Parish office

09/013 TO RECEIVE PARISH CLERKS REPORT

a) **Newsletter minute no 08/523 refers** – The newsletter has now been delivered and feedback from the publication has been positive. It has generated numerous enquires for allotments and the waiting list now stands at 64.

09/014 TO APPROVE ANNUAL DAPTC MEMBERSHIP

It was proposed, seconded and

RESOLVED that the Annual Membership to the DAPTC be renewed at £975.44

Voting: 8 for, 1 against, 2 abstentions

09/015 ANNUAL RETURN AND ANNUAL GOVERNANCE STATEMENT

Members reviewed the annual return and the annual governance statement. The Clerk was thanked for her work in producing the accounts.

It was RESOLVED that the Annual Return and the Annual Governance Statement for 2008/09 be approved and signed by the Chairman. A copy of the Annual Return is attached on page 518 of the minutes.

09/016 MEMBERS QUESTIONS

No questions were submitted

09/017 TO RECEIVE CORRESPONDENCE

- a) DAPTC Chief Executives Circular 05/09 – previously copied to all Councillors
- b) DAPTC Chief Executives Circular 06/09 – previously copied to all Councillors
- c) DAPTC Spring Newsletter and Councillor Update - Copies given to all Councillors
- d) EDDC – Proposed Street Closures in Ferndown, Sixpenny Handley, Wimborne and Wiltchampton
- e) WM Memorial Hall AGM Minutes
- f) Chris Chope MP – Thank you letter for invite to MUGA opening
- g) East Dorset Community Partnership - informing that the Annual Conference will now be taking place on the 8th July at Allendale Community Centre, Wimborne
- h) Dorset Police – letter regarding the criminal damage to Fryer Field in January. The matter is now concluded and reprimands were given to the offenders.
- i) Letter regarding name change to café in village to the Petwyn Café. Members had no objections to the name change
- j) DCC - Information regarding changes to bus times. Information available in Parish office
- k) Local Action Group minutes dated 14.05.09
- l) DAPTC Chief Executives Circular 07/09 – previously copied to all Councillors
- m) East Dorset Community Partnership, information regarding grants available.

09/018 TO RECEIVE INFORMATION FROM MEMBERS

- a) Cllr Wye, reported on his attendance at a DAPTC meeting regarding a single radio station for Dorset.
- b) Cllr Bartley gave members an update on the Medical centre proposal at the Memorial Hall
- c) Cllr Clarke informed members that he had put items in the archive file during his time as Chairman of the Council.
- d) Cllr Shine informed members that he was resigning from the Parish Council
- e) Cllr Gausson informed members that he was resigning from the Parish Council
- f) Cllr Price informed members that Angela Peskett has now taken over the website administration. The Parish Clerk to maintain the Parish Council pages and Mrs Peskett to maintain the rest of the site.
- g) Cllr Young informed members that he was resigning from the Parish Council.

Members then formally thanked Cllrs Clarke, Gausson, Shine and Young in recognition of their work during their time on the Parish Council

The Chairman declared the meeting closed at 8.37 pm

SIGNED DATE
Chairman

Section 1 – Statement of accounts for

WEST MOORS PARISH COUNCIL

In completing the boxes below please explain any significant variances on a separate sheet and send this to the external auditor together with a copy of your bank reconciliation as at 31 March 2009.

	Year ending		Notes and guidance
	31 March 2008 £	31 March 2009 £	
1 Balances brought forward	55,780	62,219	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.
2 (+) Annual precept	80,000	87,920	Total amount of precept received in the year.
3 (+) Total other receipts	35,412	76,796	Total receipts or income as recorded in the cashbook less the precept. Includes support, discretionary and revenue grants.
4 (-) Staff costs	38,951	49,586	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on borrowings (if any).
6 (-) Total other payments	70,022	145,241	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	62,219	32,108	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6)
8 Total cash and short term investments	58,051	69,487	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.
9 Total fixed assets and long term assets	28,650.9	352,278	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	NIL	7,156	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	N/A	N/A	The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that the statement of accounts contained in this annual return presents fairly the financial position of the council/meeting and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2009.

Signed by Responsible Financial Officer

Date

I confirm that these accounts were approved by the council/meeting and recorded as minute reference

Date

Signed by Chair of meeting approving this statement of accounts

Date

Section 2 – Annual governance statement

We acknowledge as the members of WEST MOORS PARISH COUNCIL our responsibility for ensuring that there is a sound system of internal control, including the preparation of the statement of accounts. We confirm, to the best of our knowledge and belief, with respect to the statement of accounts for the year ended 31 March 2009, that:

	Agreed – Yes or No?	Yes means that the council/meeting
1 we have approved the statement of accounts which has been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.		prepared its statement of accounts in the way prescribed by law.
2 we have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 we have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.		has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 we have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 we have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.		considered the financial and other risks it faces and has dealt with them properly.
6 we have maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems and carried out a review of its effectiveness.		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council and reviewed the impact of this work.
7 we have taken appropriate action on all matters raised in reports from internal and external audit.		responded to matters brought to its attention by internal and external audit.
8 we have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the statement of accounts.		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.		has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council/meeting and recorded as minute reference dated _____

Signed on behalf of _____

Signed by: Chair _____

Date _____

Signed by: Clerk _____

Date _____

***Note:** Please provide explanations to the external auditor on a separate sheet for each 'No' response that has been given; and describe what action is being taken to address the weaknesses identified.