

# WEST AUCKLAND PARISH COUNCIL

Sharon Wootton, Clerk to the Council

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BISHOP AUCKLAND

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Minutes of AGM/Annual Public Meeting held Monday, 18<sup>th</sup>  
May 2013 at 7.00 pm, Parish Community Room, Monteith  
Close, West Auckland

7.00 pm      **Annual Public Meeting – Chairman's Report**

The Parish Council expressed sadness at the recent death of Cllr John Ferguson, founder of the Parish Council, and a 2 minute silence took place as a mark of respect for Cllr Ferguson's dedication to the village throughout his life; his contribution during meetings will be a miss.

Following a prayer for Cllr Ferguson, Cllr Charlton read out the attached Chairperson's report.

**7.30 pm AGM AGENDA** - (to immediately follow Annual Public Meeting)

## **15.32 Election Of Chair**

Cllr Hazel Charlton was nominated and elected as Chairperson for the coming year.

## **15.33 Chairman to sign Acceptance Of Office & Code Of Conduct for coming year.**

Cllr Charlton accepted the responsibility and signed the Declaration of Acceptance of Office of Parish Council Chairperson as required.

## **15.34 Election of vice-Chair**

Cllr Colin Mairs was nominated and accepted the responsibility of vice-Chairperson for the coming year.

## **15.35 To agree Annual Subscriptions to CDALC, Ordnance Survey and OS**

It was agreed that the following annual subscriptions should continue:

- Open Spaces
- Ordnance Survey
- CDALC

### 15.36 To accept apologies for absence

Apologies were received from Cllr Raine, Cllr Roberts & Cllr Thomas.

### 15.37 To confirm minutes of meeting held 13<sup>th</sup> April 2015

The minutes were approved, with the exception of the omitted attendance list vice-Chairman's title, and signed accordingly. The file copy will be amended accordingly.

### 15.38 Clerks' tabling of correspondence and endorsing of cheques for invoices received.

All invoices were checked and the following payments approved:

01/04/2014	DD	Broadband/phones			£20.00
01/04/2015	SO	Clerk's Salary			£600.00
01/04/2015	SO	Domestic 1 Salary			£34.76
01/04/2015	SO	Domestic 2 Salary			£34.76
01/04/2015		Allotment holders annual rents		£1,300.00	
04/04/2015	BACS	DCC precept		£21,780.00	
01/04/2015	200038	Allotment skip			£200.00
15/04/2015	DD	npower gas			£43.29
21/04/2015	BACS	Reimbursed VAT		£477.93	
23/04/2015	BACS	BDM Services - Pant cross box			£180.00
24/04/2015	BACS	Cre8ive Graphics			£140.00
24/04/2015	BACS	Staples - envelopes & stamps			£71.88
01/05/2015	SO	Domestic 1 Salary			£34.76
01/05/2015	DD	Broadband/phones			£20.00
12/05/2015	DD	npower gas			£14.56
18/05/2015	200039	Internal audit - Allen Sykes			£480.00
18/05/2015	200040	Deposit to UFO Leisure			£250.00

Following previous discussions, it was resolved that a soft play 'Big Purple Bus' will be booked for sessions 1.00 pm – 3.00 pm on the following dates at a total cost of £900:

21<sup>st</sup> July, 18<sup>th</sup> Aug, 26<sup>th</sup> Aug, 27<sup>th</sup> Aug, 31<sup>st</sup> Aug

### 15.39 To check/approve Annual Report including Financial Accounts Year End 31 March 2015

The Clerk advised that the internal audit process was complete. The Annual Report was circulated for consideration and the 2014-2015 Financial Accounts were approved in readiness for submission to BDO, External Auditors along with all relevant documentation. The outcome of which will be reported in due course.

#### **15.40 To review/amend Standing Orders, Financial Regulations, Risk Assessments & Asset Register.**

It was proposed that the Standing Orders be amended to include a step-down for the the Chair and vice-Chair after 2-3 years in office. It was agreed that this would considered fully at the next meeting.

There were no changes made to the Financial Regulations.

Risk Assessments and the Asset Register, which have been updated during the year, will also be submitted for external audit..

The Clerk advised that Cllr Smith has agreed to manage Health & Safety (H&S) requirements for the Parish Rooms following the recent premises Asset Transfer from DCC to the Parish Council. It was confirmed that Cllr Smith will produce a checklist of regular PAT testing and other annual check requirements and all testing will take place September of each year. Cllr Mairs requested confirmation that the building is currently covered and Cllr Smith confirmed that all relevant documentation is still current following the transfer. Cllr Smith and the Clerk are to obtain Legionella training in due course as part of the H&S process.

#### **15.41 To receive and consider quotes obtained**

As there was insufficient time, all quotes received will be considered at the June 2015 meeting.

#### **15.42 To receive any items for Monday, 8<sup>th</sup> June 2015 meeting**

- To consider a memorial for Cllr Ferguson
- To consider quote for replacing dead rose beds
- To receive quote for football monument information board
- To receive quote for managing Parish Rooms garden
- To consider quotes for a disabled access toilet at Monteith Close
- To consider amendment to the Standing Orders
- To receive an update on the Wetlands
- To consider East Green home and The Mill sites
- To consider use of the Oakley Cross Sports Hall
- To consider obtaining and training in use of a defibrillator

#### **July Agenda**

- To consider replacing Christmas lights