



Kingsmead Parish Council
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Councillors are summoned to attend the ORDINARY PARISH COUNCIL MEETING to be held online using Zoom video conferencing on Monday 16th November 2020 at 7.30pm

Go to <https://us02web.zoom.us/j/89099222813?pwd=T1dPYXJqbFd3cElueVBkTU4rcGI4QT09> or use meeting ID 890 9922 2813 to join, entering the password 266293 to access the waiting room.

Sarah Morgan, Clerk to the Council

Date: 9th November 2020

A G E N D A

1. **To receive apologies**
2. **Disclosure of interest in items on the agenda**
 - a) To receive from members, disclosure of any (a) Disclosable Pecuniary Interests and, (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Kingsmead Parish Council's Code of Conduct
3. **Public open forum**
 - a) Members of the public are invited to address Councillors and raise issues of concern
4. **PCSO**
 - a) To receive a report from PCSO Phil Hambleton (*to follow*)
5. **Approval and receipt of Minutes**
 - a) To approve the minutes of the Ordinary Meeting held 19th October 2020 (*attached*)
 - b) To approve the minutes of the Extra Full Council Meeting held 30th October 2020 (*attached*)
 - c) To receive the minutes of the Play Area Committee Meeting held 21st October 2020
 - d) To receive the minutes of the Finance Committee Meeting held 5th October 2020
 - e) To receive the minutes of the Finance Committee Meeting held 9th November 2020
6. **Finance and administration**
 - a) To approve the current account bank reconciliation to 31-10-2020 (*attached/in file*)
 - b) To approve the Nationwide 45 Day bank reconciliation to 01-11-2020 (*attached/in file*)
 - c) To approve the Nationwide 125 Day bank reconciliation to 31-10-2020 (*attached/in file*)
 - d) To approve accounts for payment in November 2020 (*attached*)
 - e) To note accounts paid October 2020 (*attached*)
 - f) To note financial position/management accounts to end November 2020 (*attached*)
 - g) To approve a transfer from the Nationwide 45 Day Saver account to the current a/c

Ordinary Meeting Agenda (cont.)

- h) To consider matters regarding the pension scheme provider and new employee contracts
- 7. **Locum Clerk**
 - a) To approve the employment of a locum clerk and terms of employment
- 8. **Royal British Legion**
 - a) To approve a donation (under S137) for two poppy wreaths with cheque payment
- 9. **Land at St George's Way**
 - a) To note legal fees to date
 - b) To consider any further actions in relation to the valuation and legal correspondence re Land at St George's Way
- 10. **Retention and back up of emails**
 - a) To consider the retention period for emails and the location of the backup
- 11. **Environment**
 - a) To consider additional winter maintenance works (*attached*)
 - b) To approve the purchase and planting costs of a replacement tree on Shavington Way (*attached*)
 - c) To approve costs for wildflower meadow maintenance and to create a new wildflower area on the Kingsmead spine road (*attached*)
 - d) To receive and consider the woodland management plan reports (*attached separately*)
 - e) To consider quotes for tree work specified for completion asap in the woodland plan (*to follow*)
 - f) To consider actions in relation to drainage issues on the Coronet Pond path
 - g) To consider additional bin emptying on Monarch Drive (£70 a week for two bins)
- 12. **Play areas**
 - a) To approve quotation for play area repairs (*attached*)
 - b) To consider updates on the fencing works at Pulford Close
- 13. **Agenda items for the next meeting**
 - a) To note agenda items to be considered at the December meeting
- 14. **Close of meeting**

Minutes of the ORDINARY PARISH COUNCIL MEETING held Monday 19th October 2020 at 7.30pm via Zoom Video Conferencing

Present: Cllr Bannister (Chairman), Reed, Weltman, Williams, Chappell, Martin, Logan
Absent: Cllrs Boylan, Hoey and Jewitt

Also in attendance: Sarah Morgan (Clerk)

1. **To appoint a new Chairman following the resignation by Cllr Hoey from the position of Chairman**

Resolved: It was resolved to appoint Cllr Bannister as the new Chairman to the council. The acceptance of office form to be completed later this week with the Clerk.

ACTION: SM/EB

2. **To appoint a new Vice Chairman (if required)**

Resolved: It was resolved to appoint Cllr Reed as Vice Chairman to the council.

3. **To receive Apologies**

Noted: Apologies were received from Cllrs Boylan (holiday) and Jewitt (holiday)

4. **Disclosure of interest in items on the agenda**

To receive from members, disclosure of any (a) Disclosable Pecuniary Interests and, (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Kingsmead Parish Council's Code of Conduct.

Noted: No interests were declared

5. **Public Open Forum**

Noted: No members of the public were present

6. **PCSO**

a) To receive a report from PCSO Phil Hambleton

Noted: PCSO Hambleton was not in attendance but had provided a written report prior to the meeting. The report detailed reports of ASB and concerns about social distancing, which had been addressed with extra guidance and would be reinforced with additional patrols.

ACTION: SM

7. **Approval and Receipt of Minutes**

a) To approve the minutes of the Ordinary Meeting held 21st September 2020

Resolved: It was resolved to approve the minutes of the Ordinary Meeting held 21st September 2020

ACTION: SM/EB

8. **Finance and administration**

a) To approve the current account bank reconciliation to 30-09-2020

Resolved: It was resolved to approve the current account bank reconciliation to 30-09-2020

- b) To approve the Nationwide 45 Day bank reconciliation to 01-10-2020

Resolved: It was resolved to approve the Nationwide 45 Day bank reconciliation to 01-10-2020 and noted that a statement had been circulated for the 125 Day Saver account following a request for an additional statement. The statement and reconciliation can be formally approved at the next meeting.

- c) To approve the Yorkshire bank account reconciliation to 01-10-2020

Resolved: It was resolved to approve the Yorkshire Bank account reconciliation to 01-10-2020

- d) To approve accounts for payment in October 2020

Resolved: It was resolved to approve the payments to be made in October 2020 along with a transfer of £40,000 from the Yorkshire account to the Unity Current account to ensure adequate funds are available, with a further transfer to be considered at the November meeting from the Nationwide 45 Day Saver account: -

Caddis Ltd	BACS	120.00	20.00	4340	130	100.00	Sluice grid clearance
Play Inspection & Maint Svcs	BACS	356.40	59.40	4410	140	297.00	Quarterly inspections
Lloyds Bank	DD	82.35	2.40	4255	150	64.96	Flower petals for display
				4236	120	11.99	Zoom
				4205	120	3.00	Card fee
Telecoms World Plc	BACS	20.40	3.40	4235	120	17.00	VOIP Service
Caddis Ltd	BACS	1,020.00	170.00	4360	130	850.00	Headworth CI tree work
Caddis Ltd	BACS	300.00	50.00	4360	130	250.00	Woburn CI tree works
WAP Lawton & Son Ltd	BACS	5,832.00	972.00	4300	130	4,860.00	Maintenance contract
New Cheshire Business Park Ltd	BACS	104.00	17.33	4237	120	86.67	Storage unit hire
The Christmas Decorators	BACS	3,120.00	520.00	4510	150	2,600.00	Christmas lights
Arboricultural Services Treewo	BACS	3,744.00	624.00	4360	130	3,120.00	Tree work various sites
Rialtas Business Software Ltd	BACS	148.80	24.80	4236	120	124.00	Alpha licence and support
S MORGAN	BACS	1,453.55		4000	110	1,453.55	Salary
HMRC	BACS	405.61		4010	110	405.61	Tax and NI
Cheshire Pension Fund	BACS	515.46		4030	110	515.46	Pension

Total Payments: 14,759.24 Plus VAT 2,463.33

ACTION: SM/EB

- e) To note accounts paid September 2020

Noted: The accounts paid in September 2020 were reviewed and noted.

- f) To note financial position/management accounts to end October 2020

Noted: The financial management accounts statement to the end of October 2020 was reviewed and noted.

Cllr Reed took over as Chairman for item 9 as Cllr Bannister declared an interest and went to the virtual waiting room until the item was considered.

9. Chairman's Allowance

- a) To approve payment of a Chairman's Allowance of £250pa (pro rata for 2020-21)

Resolved: It was resolved not to approve the payment of the Chairman's allowance, but to reconsider this at future annual meetings of the council.

Cllr Bannister rejoined the meeting and resumed the Chairing of the meeting.

10. **Training Policy**

- a) To approve a training policy for members and employees of the council

Resolved: It was resolved to approve the new training policy for members and employees of the council with an amendment to the Membership of External Organisations to ensure memberships are considered by the council at each renewal. See [Annex A](#)

ACTION: SM

11. **Membership of the SLCC**

- a) To approve the annual membership of the SLCC (£202)

Resolved: It was resolved to approve the annual membership of the SLCC at £202

ACTION: SM/EB

12. **Parish council land**

- a) To consider additional quotation to support the removal of the rent charges and agree actions in relation to the rent charge removal

Resolved: It was resolved that Chambers Fletcher Solicitors would be appointed to complete a specific Power of Attorney (POA) Document at the estimated cost of up to £1250 plus disbursements, to enable the firm to complete Deeds of Release (for the rent charge removal) for residents on behalf of the council, with the right to cancel the POA if required. The cost of the Deed completion would need to be met by residents and the council will publish information to residents about the rent charge removal process.

ACTION: SM/EB

13. **Contract Renewals**

- b) To approve a grounds maintenance contract for 2021-2024

Resolved: It was resolved to approve the grounds maintenance contract document for 2021-2024

- c) To approve an advertisement and awarding process for the contract

Resolved: It was resolved to approve the advertisement and awarding process for the contract which will be advertised on the OJEU and Contracts finder w/c 2nd November and awarded in January. Notices will also be placed on the website and Facebook page and a press release will be sent to the local paper. Cllrs Bannister and Reed will conduct site visit requests and Cllrs Williams, Reed and Weltman and the Clerk will be responsible for the scoring of the tenders.

ACTION: SM/EB

14. **Land at St George's Way**

- a) To consider the formal valuation for the strip of land based on the change of access required for the proposed development

Noted: The report was reviewed and noted.

- b) To consider any further actions in relation to the valuation and legal correspondence re Land at St George's Way

Resolved: It was resolved to request that the solicitor writes to the landowner's solicitor following the receipt of the valuation report with a view to sharing the findings. Cllrs Bannister, Reed, and the Clerk to approve the solicitor's response.

ACTION: SM/CR/EB

15. **Land Transfers**

- a) To approve two member signatories in addition to the Chairman and Vice Chairman (to provide certified ID to meet the requirements of the solicitor) (update due to change of Chairman)

Resolved: It was resolved to approve Cllrs Reed, Bannister, Chappell and Williams as signatories to meet the solicitor's requirements.

ACTION: CR/EB/SC/LW

- b) To approve updated terms of engagement for Butcher Barlow Solicitors

Resolved: It was resolved to approve the updated terms of engagement for Daniel Woodcock of Butcher Barlow Solicitors to act in relation to land transfers which an initial budget of £1000 agreed.

ACTION: SM

16. **Environment**

- a) To approve the creation of an additional ornamental flower bed on Kingsmead

Resolved: It was resolved to approve the creation of an additional ornamental flower bed on Kingsmead road by the Kingsmead wall as entering Kingsmead from Northwich. The budget agreed was £584, subject to confirmation that the summer bedding would be planted prior to the end of the contract term (31-03-20). This will be removed (-£180) if it is later that March, as it is included in the new contract specification.

ACTION: SM

- b) To consider additional winter maintenance works

Resolved: It was resolved to approve the reduction of the Rowton Cl shrub bed (£520) and the play area pruning works (£780). It was agreed that Cllr Reed would review the area behind the railings backing onto Prestbury Cl to confirm the council's responsibility before approval. The other areas quoted for would be reviewed following the receipt of the woodland management plan to avoid duplication of work.

ACTION: SM

- c) To approve the reduction in height of the Headworth Close woodland boundary hedge to 5ft

Resolved: It was resolved to reduce the height of the hedge at Headworth Cl to 5ft at a cost of £960

ACTION: SM

- d) To receive an update on the woodland surveys

Noted: It was noted that the woodland tree surveys had now been completed that the final survey documents would be received in the next week.

17. **Poppy display on the spine road**

- a) To consider deferring the display until 2021

Resolved: It was resolved to proceed with the display to be installed on 1st November around the memorial. Members will be asked to support with the creation of the display and the clerk demonstrated how to put together the flowers.

ACTION: ALL

18. **Draft budget 2021-2022**

- a) To note any requests for items to be included in the draft budget

Noted: It was noted that the following items have been requested for inclusion in the draft budget, with the first draft to be considered on 9th November:- 10 year anniversary display/bench/event budget, benches for other locations such as St George's field

19. **Agenda items for the next meeting**

- a) To note agenda items to be considered at the November meeting

Noted: The following items are to be included on the next agenda:- costs for the new wildflower area on the spine road, the replacement of a cherry tree on Shavington Way and a quote for the repair of the lights on the Kingsmead sign opposite the clocktower.

Annex A

Training Policy

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Commitment to Training

Kingsmead Parish Council is committed to the ongoing training and development of members and employees to enable them to make the most effective contribution to the Council's purpose, aims and objectives in providing the highest quality representation and services for Kingsmead.

Where the Council covers the costs of a course it shall also cover any reasonable travel and subsistence costs.

Training and Development of Members

The Parish Clerk may authorise member attendance at any training event relevant to their council/committee roles within the approved budget.

The Parish Council will:

- 1) Encourage all Members to undertake training relevant to their specific roles and to the needs of the Council.
- 2) Ensure that new Members are offered appropriate training and induction at the earliest opportunity.
- 3) Require Members to have undertaken Chairmanship training before being appointed as a committee Chairman or as soon as possible following appointment.
- 4) Require Members to have undertaken training in local council finance to serve on the Finance Committee and general human resources to serve on the Personnel Committee.
- 5) Require all Members to undertake training in Roles and Responsibilities and Meetings and Procedures for local councils (or training courses which cover these topics)
- 6) Provide an annual opportunity for Members to discuss their development, training needs and any issues affecting their role with the Parish Clerk.

Training and Development of Employees

Where applicable, The Parish Clerk may authorise employee attendance at any relevant training or professional development within the approved budget. The Parish Clerk may only authorise his own training and development with the approval of the Chairman who may require the decision to be made by the Personnel Committee or Full Council.

The Parish Council will:

- 1) Encourage all Employees to undertake training relevant to their specific roles and to the needs of the Council.
- 2) Ensure that new Employees are provided with appropriate training and induction at the earliest opportunity.
- 3) Provide regular employee development reviews.

Membership of External Organisations

The Parish Council recognises that through its membership of external organisations it has access to support, knowledge and discounted training. As such the Council shall review annually being a member of:

- a) Cheshire Association of Local Councils (ChALC)
- b) National Association of Local Councils (NALC) (through membership of CHALC)
- c) any other organisation that a relevant committee deems pertinent.

The Parish Clerk shall be a member of the Society of Local Council Clerks (SLCC).

Minutes of the EXTRA ORDINARY PARISH COUNCIL MEETING held Friday 30th October 2020 at 9.30am via Zoom Video Conferencing

Present: Cllr Bannister (Chairman), Reed, Williams and Hoey
Absent: Cllrs Boylan, Chappell, Logan, Martin, Weltman and Jewitt

Also in attendance: Sarah Morgan (Clerk)

1. **To receive Apologies**

Noted: Apologies were received from Cllrs Jewitt, Logan, Martin and Weltman (business),

2. **Disclosure of interest in items on the agenda**

To receive from members, disclosure of any (a) Disclosable Pecuniary Interests and, (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Kingsmead Parish Council's Code of Conduct.

Noted: No interests were declared

3. **Recruitment of new Clerk and RFO**

a) **To note the resignation of the Clerk and vacant position from 23rd November 2020**

Noted: The resignation of the Clerk and vacant position from 23rd November 2020 was noted.

b) **To approve a job description and person specification for the Clerk and RFO role**

Resolved: The draft job description and person specification were reviewed and approved for publication.

c) **To approve a job advert and distribution plan**

Resolved: The draft job advert was approved with the job to be advertised at 20 hours on NALC/SLCC SCP (24-28) via CHALC and the Council's Facebook page and website. The closing date for applications is set as 13th November.

d) **To approve members of an employment committee to be authorised to shortlist, conduct interviews and recruit within the job terms agreed**

Resolved: It was resolved to appoint Cllrs Reed, Martin and Williams to interview candidates with Jackie Weaver, Chief Officer of CHALC. Cllr Bannister will interview if one member is unavailable to retain a minimum of three members on the panel.

e) **To agree on the interview format and date for interviews to take place**

Resolved: It was resolved to interview candidates on Zoom on the evenings of Monday 23rd or Friday 27th November, with the Zoom invite to be set up by CHALC.

f) **To consider the recruitment of an interim clerk**

Resolved: It was resolved to investigate the option of an interim clerk, with support to be requested from Jackie Weaver about the process of appointing a temporary Clerk and RFO.

ACTION: SM

4. **Close of meeting**

Noted:

The meeting closed at 9.55am

DRAFT

Minutes of the PLAY AREA COMMITTEE MEETING held online via Zoom Video Conferencing on Wednesday 21st October 2020 at 7.30pm

Present: Cllrs Bannister, Reed, Jewitt and Weltman
Not present: Cllr Hoey

Also in attendance: Sarah Morgan (Clerk)

1. **To receive apologies**

Noted: No apologies for absence were received.

2. **Disclosure of interest in items on the agenda**

To receive from members, disclosure of any (a) Disclosable Pecuniary Interests and, (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Kingsmead Parish Council's Code of Conduct.

Noted: No interests were declared

3. **Public Open Forum**

Noted: No members of public were in attendance

4. **To approve the minutes of the play area committee meeting held 25th May 2020**

Resolved: It was resolved to approve the minutes of the play area committee held 25th May 2020
Outstanding items were noted as the Pulford CI fence works, welding quotes and uneven bricks at Kingslawn Park to be followed up by the clerk

ACTION:SM

5. **To approve the minutes of the play area committee meeting held 2nd June 2020**

Resolved: It was resolved to approve the minutes of the play area committee held 2nd June 2020

6. **To receive an update on the grant application to Veolia**

Noted: It was noted that the grant application was successful subject to a finance agreement. The clerk is awaiting an update from CWAC re the members budget as evidence for the agreement. The deadline for the agreement to be in place is 8th January 2021.

7. **To review the budget and spend on play areas to 30th September 2020**

Noted: The budget and spend to 30th September 2020 was reviewed and noted.

8. **To approve costs for the annual inspections (£495)**

Resolved: It was resolved to approve the costs for the annual inspection with the current provider via

9. **Dukes Way 1**

- a) To review the inspection reports and summary document for Dukes Way 1

Noted: The inspection reports and summary document for Dukes Way 1 were reviewed and noted

- b) To agree actions to be taken for Dukes Way 1

Resolved: It was resolved to request that WAP Lawton rake the bark over the exposed concrete and that the tree branch is cut back over the unit.

ACTION: SM

10. **Dukes Way 2**

- a) To review the inspection reports and summary document for Dukes Way 2

Noted: The inspection reports and summary document for Dukes Way 2 were reviewed and noted

- b) To agree actions to be taken for Dukes Way 2

Resolved: It was resolved to request quotes for the removal of the retaining logs by the grounds contractor and Suddenstrike and that Cllr Bannister will speak to a contact about the welding of the gate as the clerk has been unable to obtain a quote

ACTION: SM/EB

11. **Monarch Drive**

- a) To review the inspection reports and summary document for Monarch Drive

Noted: The inspection reports and summary document for Monarch Drive were reviewed and noted

- b) To agree actions to be taken for Monarch Drive

Resolved: It was resolved that Cllr Bannister will speak to a contact about the welding of the gate as the clerk has been unable to obtain a quote. It was further resolved not to remove one of the swings as social distancing signage is in place with clear guidance on the safe use of the play area.

ACTION: EB

12. **Capesthorpe Close**

- a) To review the inspection reports and summary document for Capesthorpe Close

Noted: The inspection reports and summary document for Capesthorpe Close were reviewed and noted

- b) To agree actions to be taken for Capesthorpe Close

Resolved: It was resolved to request that WAP Lawton and Suddenstrike assess the logs for repair

ACTION: SM

13. **Burwardsley Way**

- a) To review the inspection reports and summary document for Burwardsley Way

Noted: The inspection reports and summary document for Burwardsley Way were reviewed and noted

- b) To agree actions to be taken for Burwardsley Way

Resolved: It was resolved that no further actions are taken and noted that the gate is due for replacement.

14. **Pulford Close**

- a) To review the inspection reports and summary document for Pulford Close

Noted: The inspection reports and summary document for Pulford Close were reviewed and noted

- b) To agree actions to be taken for Pulford Close

Resolved: It was resolved that the fencing contractor be contacted and requested to provide a date for the new fencing and gate by the end of November as the fence has deteriorated further. If the contractor is unable to complete the works, alternative quotes will be reviewed. Cllr Jewitt will remove damaged parts in the meantime.

ACTION: SM/SJ

15. **Kensington Way**

- a) To review the inspection reports and summary document for Kensington Way

Noted: The inspection reports and summary document for Kensington Way were reviewed and noted

- b) To consider quotations for the repair of the slide unit entry panel

Resolved: It was resolved to approve the quotation from Massey and Harris to repair the slide unit entry panel (quote combined with multi-goal unit repairs - £1339)

- c) To consider a quotation received for repairing the multi-goal unit

Resolved: It was resolved to approve the quotation from Massey and Harris to repair the multi-goal unit by replacing the backboard and ring, removing the net hooks and rubbing down, priming and painting the unit. Cost - £1339 including slide panel.

ACTION:SM

- d) To consider a quotation to extend the surfacing for the multi-goal and to agree a specification to seek further quotes

Resolved: The quotations were reviewed, and it was resolved to seek further quotations for the resurfacing in black rubber to be considered for next year's budget.

- e) To agree actions to be taken for Kensington Way

Resolved: No further actions were agreed.

16. **Kingslawn - Mereworth**

- a) To review the inspection reports and summary document for Kingslawn-Mereworth

Noted: The inspection reports and summary document for Kingslawn-Mereworth were reviewed and noted

- b) To agree actions to be taken for Kingslawn-Mereworth

Resolved: It was resolved to request quotes for the relaying of the entry stones that are a trip hazard.

ACTION:SM

17. **Campbell Close**

- a) To review the inspection report and summary document for Campbell Close

Noted: The inspection reports and summary document for Campbell Close were reviewed and noted

- b) To agree actions to be taken for Campbell Close

Resolved: It was resolved not to remove one of the swings as it is considered that signage is adequate. Cllr Chappell will be requested to assess the 2-seat springer which has been identified as slightly loose at the base plate.

ACTION: SC/SM

18. **To consider a budget request to council for 2021-2022**

Resolved: It was resolved to request £10,000 for maintenance, £6,000 for basketball surfacing, £25,000 for new equipment, £10,000 to be sourced from grants and a provisional item of £4000 for benches.

ACTION: SM

19. **Close of meeting**

Noted:

The meeting closed at 8.20pm

DRAFT

Minutes of the FINANCE COMMITTEE MEETING held Monday 5th October 2020 at 7.30pm via Zoom Video Conferencing.

Present: Cllrs Martin, Boylan, Reed and Bannister

Also in attendance: Sarah Morgan (Clerk)

1. **To receive Apologies**

Noted: Apologies were received from Cllr Chappell (health)

2. **Disclosure of interest in items on the agenda**

To receive from members, disclosure of any (a) Disclosable Pecuniary Interests and, (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Kingsmead Parish Council's Code of Conduct.

Resolved: No interests were declared.

3. **Public open forum**

- a) Members of the public are invited to address Councillors and raise issues of concern

Noted: No members of the public were present.

4. **Minutes**

- a) To approve the minutes of the Finance Committee Meeting held 6th July 2020

Resolved: It was resolved to approve the minutes of the Finance Committee Meeting held 6th July 2020. The Clerk will arrange for the minutes to be signed after the minuting and will confirm with CHALC that a wet signature is required.

ACTION: SM/NM

5. **Review of accounts for the second quarter to 30th September 2020**

- a) To review expenditure to the end of the second quarter (*attached*)

Noted: The expenditure to the end of the second quarter was reviewed with the Clerk advising in the details of the S137 expenditure and noting that mileage can be claimed for attendance of necessary meetings

- b) To note the current and savings account balances (*attached trial balance*)

Noted: The current and savings account balances and reviewed and noted.

- c) To consider recommendations to full council regarding budgetary control

Resolved: It was resolved to make a recommendation to full council that £40,000 funds be transferred from the Yorkshire Bank to the current account to ensure enough funds are available to meet budgetary requirements. A further transfer from the Nationwide 45 Day saver account should be reviewed at the November meeting for funds to be received

6. Annual Audit

- a) To note the appointment of the internal auditor for 2020-21 (JDH Business Services)

Noted: It was noted that the internal auditor for 2020-21 has been appointed by full council.

- b) To note that the external auditor report has not yet been received for 2019-2020 (*Clerk to update*)

Noted: The Clerk gave an update that some queries had been responded to from the external auditor, but no final report had been received. It is expected that this will be returned by the end of November at the latest as the deadline for publication is 30th November (extended from 30th September due to the coronavirus). It was requested that the clerk makes enquiries about when the report will be received.

ACTION: SM

7. VAT

- a) To note the note the draft VAT return due for the second quarter (*attached*)

Noted: The Draft VAT return due for the second quarter was reviewed and noted.

8. Budget setting 2021-2022

- a) To consider a plan for the setting of next year's budget

Noted: The renewal of the grounds maintenance contract was raised as an unknown figure and it was requested that APSE (contract consultant) is contacted to see if they can give an indicative cost. The wetland contract has been agreed, but the woodland management contract will need to be added in the new budget when costs are known. Play area costs will also need to be reviewed as Burwardsley Way will need a replacement unit. It was agreed that the finance committee would meet on 9th November and also 14th December if required to review draft budgets.

ACTION: SM

9. Close of Meeting

Noted: The meeting closed at 8.30pm

Minutes of the FINANCE COMMITTEE MEETING held Monday 9th October 2020 at 7.30pm via Zoom Video Conferencing.

Present: Cllrs Martin, Boylan, Reed and Bannister and Chappell

Also in attendance: Sarah Morgan (Clerk)

1. **To receive Apologies**

Noted: All members were present

2. **Disclosure of interest in items on the agenda**

To receive from members, disclosure of any (a) Disclosable Pecuniary Interests and, (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Kingsmead Parish Council's Code of Conduct.

Resolved: Cllr Martin declared an interest due to his employer holding a major contract with Veolia, however, was not involved in the Veolia grant application process as mentioned under item 5a, the financial forecast to year end.

3. **Public open forum**

- a) Members of the public are invited to address Councillors and raise issues of concern

Noted: No members of the public were present.

4. **Minutes**

- a) To approve the minutes of the Finance Committee Meeting held 5th October 2020

Resolved: It was resolved to approve the minutes of the Finance Committee Meeting held 5th October 2020.

ACTION: SM/NM

5. **Completion of external audit 2019-2020**

- a) To note the completion of the limited assurance review for the year ended 31 March 2020 (*attached*)

Noted: The report from the external auditor and certificate with no concerns raised was reviewed and completion of the limited assurance review was noted.

6. **Budget 2021-2022**

- a) To consider the financial forecast to year end (*attached*)
-

Noted: The financial forecast to year end was reviewed and noted.

b) To approve the forecasted salary budget for 2021-2022 (*separate document*)

Resolved The forecasted salary budget document based on 25 hours at SCP 28 was reviewed and approved, to be signed by the Chairman

c) To consider the draft budget proposal and notes for 2021-2022 (*attached*)

Resolved The draft budget proposal was reviewed and it was resolved to reduce the 4050 expenses budget by £50 to £200, reduce the newsletter budget by £100 to £250, remove the speed gun budget costs of £300 for the second draft, for final consideration by full council. It was noted that some costs cannot be determined at this stage, such as the grounds maintenance contract, so costs considered to cover these items have been placed within the draft budget at this stage until the final cost is agreed when the contract is awarded in January.

d) To consider recommendations to Full Council in relation to budget setting

Resolved The committee resolved to recommend that the precept is not increased in the next financial year as the reserves are now more substantial, with the year-end figure projected reserves to be over £50,000.

ACTION: SM

7. Close of Meeting

Noted: The meeting closed at 8.50pm

**Bank Reconciliation Statement as at 31/10/2020
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current T2	31/10/2020	132	36,822.48
			<hr/> 36,822.48
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			36,822.48
<u>Receipts not Banked/Cleared (Plus)</u>			
31/10/2020 FC		40,000.00	
			<hr/> 40,000.00
			76,822.48
		Balance per Cash Book is :-	76,822.48
		Difference is :-	0.00

**Bank Reconciliation Statement as at 01/11/2020
for Cashbook 2 - Nationwide 45 Day Saver for Bu**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business 45 Day Saver Issue 1	01/10/2020	12	27,079.77
			<u>27,079.77</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			27,079.77
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			27,079.77
		Balance per Cash Book is :-	27,079.77
		Difference is :-	0.00

**Bank Reconciliation Statement as at 02/11/2020
for Cashbook 3 - Nationwide 125 Day Contingency**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business 125 Day Saver Issue 1	01/05/2020	6	37,738.27
			<u>37,738.27</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			37,738.27
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			37,738.27
		Balance per Cash Book is :-	37,738.27
		Difference is :-	0.00

Current Bank A/c

Payments made between 01/11/2020 and 30/11/2020

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/11/2020	Lloyds Bank	DD	338.37		54.59	4236	120	128.64	Printing, boxes, 365, Zoom,
						4230	120	10.75	Stamps and labels
						4205	120	3.00	Card fee
						4255	150	85.15	Petals, WD40, spray paint
						4305	130	56.24	Deep water sign
17/11/2020	Caddis Ltd	BA`	720.00		120.00	4340	130	600.00	Coronet Pond Autumn Maintenance
17/11/2020	Chafes Hague Lambert Solicitor	BACS	2,351.52		391.92	4215	120	1,959.60	Leftwich Farm legal fees
17/11/2020	WAP Lawton & Son Ltd	BACS	5,832.00		972.00	4300	130	4,860.00	Contract maintenance October
17/11/2020	New Cheshire Business Park Ltd	BACS	104.00		17.33	4237	120	86.67	Storage November
17/11/2020	WAP Lawton & Son Ltd	BACS	612.00		102.00	4305	130	510.00	Extra grounds works
17/11/2020	Pear Technology Services Ltd	BACS	450.00		75.00	4236	120	375.00	Pear mapping 2/5 years
17/11/2020	Approved Resin Driveways	BACS	12,840.00		2,140.00	4350	130	10,700.00	Coronet pond path surfacing
17/11/2020	Apse	BACS	2,943.00		490.50	4215	120	2,452.50	Contract support work
17/11/2020	PKF Littlejohn	BACS	720.00		120.00	4210	120	600.00	Limited Assurance Review 19-20
17/11/2020	Caddis Ltd	BACS	540.00		90.00	4340	130	450.00	Moor Park 2 Autumn
17/11/2020	Caddis Ltd	BACS	444.00		74.00	4340	130	370.00	Bickerton Way pond
17/11/2020	Caddis Ltd	BACS	792.00		132.00	4340	130	660.00	Dukes Way little pond
17/11/2020	Caddis Ltd	BACS	1,596.00		266.00	4340	130	1,330.00	Dukes Way Duck pond
17/11/2020	WAP Lawton & Son Ltd	BACS	568.80		94.80	4305	130	474.00	Wildflower cutting
30/11/2020	S MORGAN	BACS	1,251.95			4000	110	1,251.95	Final pay
30/11/2020	HMRC	BACS	263.02			4010	110	263.02	Tax and NI
30/11/2020	Cheshire Pension Fund	BACS	412.76			4030	110	412.76	Pension November
30/11/2020	S MORGAN	BACS	44.00			4060	110	44.00	Homeworking allowance Oct-Nov
30/11/2020	S MORGAN	BACS	16.83			4050	110	16.83	Mileage claim
Total Payments:			32,840.25	0.00	5,140.14			27,700.11	

Current Bank A/c

Payments made between 01/10/2020 and 31/10/2020

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
11/10/2020	Caddis Ltd	BACS	120.00		20.00	4340	130	100.00	Sluice grid clearance
12/10/2020	Play Inspection & Maint Svcs	BACS	356.40		59.40	4410	140	297.00	Quarterly inspections
16/10/2020	Lloyds Bank	DD	82.35		2.40	4255	150	64.96	Flower petals for display
						4236	120	11.99	Zoom
						4205	120	3.00	Card payments
20/10/2020	Telecoms World Plc	BACS	20.40		3.40	4235	120	17.00	VOIP Service
20/10/2020	Caddis Ltd	BACS	1,020.00		170.00	4360	130	850.00	Headworth CI tree work
20/10/2020	Caddis Ltd	BACS	300.00		50.00	4360	130	250.00	Woburn CI tree works
20/10/2020	WAP Lawton & Son Ltd	BACS	5,832.00		972.00	4300	130	4,860.00	Maintenance contract
20/10/2020	New Cheshire Business Park Ltd	BACS	104.00		17.33	4237	120	86.67	Storage unit hire
20/10/2020	The Christmas Decorators	BACS	3,120.00		520.00	4510	150	2,600.00	Christmas lights
20/10/2020	Arboricultural Services Treewo	BACS	3,744.00		624.00	4360	130	3,120.00	Tree work various sites
20/10/2020	Rialtas Business Software Ltd	BACS	148.80		24.80	4236	120	124.00	Alpha licence and support
22/10/2020	SLCC	BACS	202.00			4220	120	202.00	SLCC
22/10/2020	Arboricultural Services Treewo	BACS	3,504.00		584.00	4360	130	2,920.00	KPC17 Tree works
22/10/2020	Arboricultural Services Treewo	BACS	-3,744.00		-624.00	4360	130	-3,120.00	Invoice correction
31/10/2020	S MORGAN	BACS	1,453.55			4000	110	1,453.55	Salary
31/10/2020	HMRC	BACS	405.61			4010	110	405.61	Tax and NI
31/10/2020	Cheshire Pension Fund	BACS	515.46			4030	110	515.46	Pension
Total Payments:			17,184.57	0.00	2,423.33			14,761.24	

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
RECEIPTS						
Income						
Precept	200,550	200,550	0			100.0%
Grants & Donation Received	0	15,000	15,000			0.0%
Other Income	0	100	100			0.0%
Subtotal	200,550	215,650	15,100	0	0	93.0%
Admin Costs						
Interest Received	32	0	(32)			0.0%
Subtotal	32	0	(32)	0	0	0.0%
VAT Data						
VAT on Receipts	18,616	15,000	(3,616)			124.1%
Subtotal	18,616	15,000	(3,616)	0	0	124.1%
TOTAL RECEIPTS	219,197	230,650	11,453	0	0	95.0%
PAYMENTS						
Staff Costs						
Staff Salary	11,427	18,000	6,573		6,573	63.5%
PAYE & NI	3,102	4,900	1,798		1,798	63.3%
Pension	4,021	6,050	2,029		2,029	66.5%
Staff Mileage & Benefits	17	100	83		83	16.8%
Staff other Expenses	200	50	(150)		(150)	400.0%
Subtotal	18,767	29,100	10,333	0	10,333	64.5%
Admin Costs						
Training - Members and Clerk	165	650	485		485	25.4%
Bank Charges	76	120	44		44	63.4%
Audit Fees	889	1,000	111		111	88.9%
Professional Fees	9,131	8,500	(631)		(631)	107.4%
Legal Fees - Estate Rentcharge	0	10,000	10,000	1,200	8,800	12.0%
Subscriptions & Memberships	1,588	1,500	(88)		(88)	105.9%
Insurance	1,516	1,600	84		84	94.7%
Stationery & Postage	110	150	40		40	73.2%
Telephone & Broadband	121	300	179		179	40.3%
PC Office Costs	1,760	1,500	(260)		(260)	117.3%
Storage Unit Hire	693	1,100	407		407	63.0%
Website	90	500	410		410	18.0%
Newsletter Printing	0	500	500		500	0.0%
Subtotal	16,139	27,420	11,281	1,200	10,081	63.2%
Maintenance						
Grounds Maintenance Contract	38,880	58,320	19,440		19,440	66.7%
Additional Grounds Maintenance	5,282	10,000	4,718		4,718	52.8%
Clocktower service	0	130	130		130	0.0%
Ponds & Culvert	10,280	23,500	13,220		13,220	43.7%
Paths	10,700	10,700	0		0	100.0%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Tree Works	6,832	11,000	4,168	2,950	1,218	88.9%
Subtotal	71,974	113,650	41,676	2,950	38,726	65.9%
Play Areas						
Play Equipment Maintenance	3,890	10,000	6,110	4,079	2,031	79.7%
Play Equipment Inspections	891	1,500	609		609	59.4%
Play Equipment Purchases	0	15,000	15,000		15,000	0.0%
Subtotal	4,781	26,500	21,719	4,079	17,640	33.4%
Events/S137 Expenditure						
Section 137 Expenditure	808	1,000	192		192	80.8%
Xmas Lighting and Event	2,725	2,950	225		225	92.4%
Subtotal	3,533	3,950	417	0	417	89.5%
VAT Data						
VAT on Payments	18,847	15,000	(3,847)		(3,847)	125.6%
Subtotal	18,847	15,000	(3,847)	0	(3,847)	125.6%
TOTAL PAYMENTS	134,041	215,620	81,579	8,229	73,350	66.0%
Total Receipts	219,197	230,650	11,453			95.0%
Total Payments	134,041	215,620	81,579	8,229	73,350	66.0%
Net Receipts over Payments	85,157	15,030	(70,127)			
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	85,157	15,030	(70,127)			

11/11/2020

Kingsmead Parish Council 2020/2021

12:33

Receipts and Payments Summary - Cashbook 1

Current Bank A/c

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	259,165.53	227,390.45	
<hr/>			
Total Receipts / Payments	259,165.53	227,390.45	Closing Trial Balance
Opening Balance	12,207.15		<hr/>
Closing Balance		43,982.23	43,982.23
	<hr/>	<hr/>	
	271,372.68	271,372.68	
	<hr/>	<hr/>	

November 2020 Quotations

Environment quotes

- a) To consider additional winter maintenance work: -

The grounds maintenance contractor assessed the Burwardsley planted area (30m in length) next to the woodland and considered that most of the planting that requires cutting back is Dogwood with a couple of multistem trees.

The dogwood is difficult to cut at 1.8m high due to the branches growing into each other.

The cost to reduce the entire section to the woodland boundary is £1160.00 plus vat to include chipping branches.

Note: the shrubs are over 2m in places and the following legislation should be considered in relation to the maintenance of shrubs over 2 metres: [Anti-social behaviour Act 2003](#)

Image of section of shrub beds at Burwardsley Way backing onto Stapeley Close.



-
- b) To approve the purchase and planting costs of a replacement flowering cherry tree on Shavington Way

To supply and plant the tree the cost will be £160.00. The cost will include staking and pit preparation.

The tree on its own would cost £53.00:-

<https://www.grasslands.co.uk/prunus-padus-le-thouriel-15-litre-pot.html>

- c) To approve costs to create a new wildflower area on the Kingsmead spine road and works to existing wildflower areas in St George's field (where hay was spread from Kingsmead school to allow for natural

development initially).

Harrowing and rolling:-

This work would be carried out in spring when growing season allows. The wildlife trust recommends not spraying the area off and just carrying out harrowing to expose 50 percent of the soil leaving a finer finish than rotavating.

The quote is to power harrow the section on the spine road and a couple of sections on St George's field. The new area measures 250 x 3m wide.

All the areas will need to be mown as short as possible and cuttings removed before the harrowing is carried out. (work to be completed by grounds contractor)

Total cost for Power harrowing a 3 meter wide strip along the areas discussed - £450 plus vat.

Once the area has then been sown , there is a further cost to roll all areas - £250 plus vat.

Total cost for harrowing and rolling - £700

Cost of wildflower seeds:-

Native wildflower seed mix(See <https://www.wildflower.co.uk/> for various mixtures and info) at 3g/m2 and £100/kg (total = £200)

Yellow Rattle see @ £36 per 100g (total = £76)

Total cost for seeds - £276

Play areas

a) To approve quotation for play area repairs

Capesthorpe Close replacement of damaged log edging

10 logs need replacing at Capesthorpe Close.

The cost for this including removal of old logs is £180.00.

DW2 removal of damaged log edging which is no longer required

The cost to remove the logs from DW2 and add 3m3 of bark to fill the void is £640.00

The concrete foundation will be left in situ (if it requires removal there would be an extra over cost)

Replacement of play area signs that are missing

Playground area sign x 5

Flat 3mm aluminium composite panels c/w drill holes and supplied with White capped screws for fixing to timber and heavy-duty cable ties for fixing to railings.

Design as per existing

Total cost for 5 signs £238.45
