

MINUTES of the Annual Council of Melksham Without Parish Council held on Monday 11th May, 2015 at Crown Chambers, Melksham at 7.00 p.m.

Present: Cllrs. Alan Baines, Rolf Brindle, Mike Sankey, Paul Carter, Pat Nicol, Ian Tait, Terry Chivers, Jan Chivers and Gregory Coombes.

Apologies: Cllrs. Richard Wood (Chair); Cllrs. John Glover (Vice Chair), Steve Petty and Mike Mills.

001/15 **Chair of the Meeting:** The Clerk reported that she had received apologies from the outgoing Chair and Vice Chair and advised that nominations needed to be sought for a Chair of the meeting. **Resolved:** *Cllr. Alan Baines to Chair the meeting.*

Housekeeping: Cllr Baines welcomed all to the meeting and explained the evacuation procedures in the event of a fire. He announced that sadly Rob Butler, who had worked for the Town Council for some time, had passed away. It was agreed that the Council would send a card to his wife Gill.

002/15 **Appointment of Chair:** The Clerk invited nominations for the Chair for 2015/16. Cllr T. Chivers proposed, seconded by Cllr Nicol that Cllr Richard Wood be Chair. There were no other nominations. The Clerk reported that Cllr Wood was happy to stand for another year. **Resolved:** *The Council unanimously resolved that Cllr. Wood be Council Chair for 2015/16.*

003/15 **To receive the Chair's Declaration of Acceptance of Office:** Cllr Baines stated that Cllr Wood needed to sign the Declaration of acceptance of Office. The Clerk reported that she would arrange for him to sign as soon as possible.

004/15 **Election of Vice-Chair:** The Chair asked for nominations for Vice Chairman for 2015/16. Cllr T. Chivers proposed, seconded by Cllr Carter that Cllr John Glover be Vice Chairman for 2015/16. There were no other nominations. The Clerk reported that Cllr Glover was happy to stand for another year. **Resolved:** *The Council unanimously resolved that Cllr Glover be Vice-Chair of the Council for 2015/16.*

005/15 **Adoption of Documents for 2015/16:**

a) Standing Orders:

i) Amendments to Standing Orders: The Clerk presented her report with suggested amendments to the Standing Orders for review. In line with Standing Order 73 these amendments would stand adjourned without discussion to the next ordinary meeting of the Council (22nd June).

3. MEETINGS

The three statutory meetings and other meetings shall be held each month except March or August. The Clerk advised that the Budget meeting had now been separated from the Full Council Meeting as had the Planning meetings, and as such extra meetings were required. **Proposed Amendment:** *Item 3 as detailed above be amended to read as follows: "The three statutory meetings and other meetings shall be held each month except August".*

42. COMMITTEES

Every Committee shall at its first meeting before proceeding to any other business elect a Chair and may elect a Vice-Chair who shall hold office until the next Annual Meeting of the Council. It was noted that the Chair and Vice-Chair were ex-officio members of each committee and historically held these posts on all committees. **Proposed Amendment:** *In line with Standing Order 42, the first agenda item of Committee meetings following the Annual Council meeting will be "To elect a Chair & Vice-Chair".*

49. PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

A prior request had been made for an amendment that Councillors should be able to nominate another councillor as a substitute if they were unable to attend sub-committee meetings and other organisation meetings. **Proposed Amendment:** *Standing Order 49 be amended to read as follows:*

- a) A member who has proposed a resolution which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.*
- b) A member who is unable to attend a committee meeting may send another suitable councillor as a substitute for that meeting. The substitute may then vote in that meeting on any resolution on behalf of the committee member. The member must inform an officer of the proposed substitution in advance of the committee meeting.*

51. ACCOUNTS & FINANCIAL STATEMENT

The Clerk shall supply to each member at the Annual Meeting next after the end of the Financial Year a statement of receipts and payments. The Clerk advised that the terminology being used needed to be amended as "receipts and payments" referred to the way the year end accounts were reported which could change to "income and expenditure" dependent on the threshold which the Council maybe within this year. **Proposed Amendment:** *Item 51 be amended to read as follows: "The Clerk shall supply to each member at the annual Meeting next after the end of the Financial Year a statement of year end accounts".*

b) Code of Conduct: Resolved: *The Council formally adopt the Council Code of Conduct for 2015/16.*

c) SLCC Model Complaints Procedure: Resolved: *The Council formally adopt the SLCC Model Complaints Procedure for 2015/16.*

d) Councillor Job Description: Resolved: *The Council formally adopt the WALC Councillor Job Description for 2015/16.*

006/15 **Appointment of Committees for 2015/16: Resolved:** *(Chair and Vice-Chair to be ex-officio members of all committees and working parties). The following committees be appointed:*

a) Finance Committee: *Cllrs. Alan Baines, Rolf Brindle, Mike Mills and Pat Nicol.*

b) Planning and Policy Committee: Cllrs. Alan Baines, Rolf Brindle, Gregory Coombes, Steve Petty, Mike Sankey and Paul Carter.

c) Staffing and Resources Committee: Cllrs. Alan Baines, Terry Chivers, Pat Nicol, Mike Sankey and Jan Chivers.

d) Joint Neighbourhood Plan Steering Group: Chair – Cllr Richard Wood and Vice-Chair – Cllr John Glover. Cllr Paul Carter to substitute in the absence of either Chair or Vice-Chair.

e) Allotment Committee: Cllrs. Rolf Brindle, Pat Nicol, Steve Petty and Paul Carter.

f) Bowerhill Jubilee Sports Field Working Party: Cllrs. Alan Baines, Rolf Brindle, Mike Mills, Mike Sankey, Pat Nicol and Paul Carter.

007/15 **Appointment of Representatives for 2015/16:**

a) Wiltshire Council Pension Fund: It was noted that the pension fund had a 40,000 strong membership and it was not practical to have representatives from every organisation that had members, and that they would send invites if they required attendance at their meeting. The Finance Assistant had recently attended pension fund training/update. The Clerk stated that she would be vigilant in identifying any employee/members invites. **Resolved:** *The Finance Assistant to be the Council representative for the Pension Fund and to attend any meetings or training as invited or appropriate.*

b) Forest & Sandridge School Governor: It was noted that the Council did not have a representative on the School's Governing Body, however this did not need to be a Council member. **Resolved:** *The Council approach the Headteacher and Chair of the School for suggestions for a Parish Council representative for the position of Forest & Sandridge School Governor.*

c) Appointment of Council Representatives: **Resolved:** *The following Council representatives be appointed for 2015/16:*

i) Organisations:

<i>Bowerhill Residents Action Group (BRAG)</i>	<i>Mike Mills</i>
<i>Berryfield & Semington Road Action Group (BASRAG)</i>	<i>Steve Petty</i>
<i>Community Action Whitley & Shaw (CAWS)</i>	<i>Terry Chivers</i>
<i>Bowerhill Hall Management Trust</i>	<i>Mike Mills & Rolf Brindle</i>
<i>Melksham Joint Health Forum</i>	<i>Paul Clark & John Glover</i>
<i>Melksham Hospital & Community</i>	<i>Gregory Coombes</i>
<i>Melksham Charities</i>	<i>Mike Sankey & Pat Nicol</i>
<i>Melksham Area Board</i>	<i>Richard Wood & John Glover</i>
<i>Melksham Area Community Partnership</i>	<i>Steve Petty</i>
<i>Melksham area Community Safety Group</i>	<i>Mike Mills</i>
<i>Melksham Area Waterways Group</i>	<i>Rolf Brindle & John Glover</i>
<i>Melksham Community Area Transport Group</i>	<i>Alan Baines</i>
<i>Melksham Railway Development Group</i>	<i>John Glover & Rolf Brindle</i>
<i>Melksham Rural Policing Team – Bowerhill</i>	<i>Mike Mills</i>
<i>Melksham Rural Policing Team – Shaw/Whitley</i>	<i>Ian Tait</i>
<i>Youth Club, Bowerhill Pavilion</i>	<i>Mike Mills</i>
<i>Wiltshire Council Pensions</i>	<i>Finance Assistant - Lucy Key</i>

*Rachel Fowler Trust
Shaw Hall Management Committee
Whitley Reading Rooms
Wilts & Berks Canal Partnership
Northern Area Flooding Group
Press Representative
Parish Highways & Street Scene Rep*

*Richard Wood
Gregory Coombes
Terry Chivers
Rolf Brindle & Steve Petty
Alan Baines (T Chivers reserve)
Clerk – Teresa Strange
Asst. Parish Officer – Jo Eccleston*

It was decided that there was no longer a requirement to have representatives on any of the Community Speed Watch groups, on Bowerhill Villager or WALC.

ii) Tree-planting Representative:

Tree-planting representatives for the parish to be as follow: Cllrs. Rolf Brindle, John Glover and Mike Sankey.

iii) Footpath Representatives:

Footpath representatives for the parish to be as follows:

<i>Beanacre</i>	<i>Terry Chivers</i>
<i>Berryfield</i>	<i>Richard Wood</i>
<i>Bowerhill & Redstocks</i>	<i>John Glover & Mike Sankey</i>
<i>Sandridge</i>	<i>Alan Baines</i>
<i>Shaw & Whitley</i>	<i>Terry Chivers</i>
<i>The Spa</i>	<i>Rolf Brindle</i>

iv) Health and Safety Representative:

The Health and Safety Representative to be Cllr. Mike Sankey.

008/15 **Dates for Council Meetings for 2015/16:**

It was noted that there were extra meeting dates to cover the three week planning cycle and that the Finance Committee meetings have moved to accommodate the presentation of grants at the Annual Parish meeting. The dates for meetings during 2015/16 to be as follows:

ANNUAL COUNCIL MEETING	MONDAY 11th MAY 2015
<i>PLANNING COMMITTEE – 7.00PM</i>	<i>MONDAY 18th MAY 2015</i>
FINANCE COMMITTEE – Following Planning	MONDAY 18 th MAY 2015
<i>PLANNING COMMITTEE – 7.00PM</i>	<i>MONDAY 8th JUNE 2015</i>
FINANCE COMMITTEE – Following Planning	MONDAY 8 th JUNE 2015
FULL COUNCIL MEETING	MONDAY 22nd JUNE 2015
<i>PLANNING COMMITTEE – 7.00PM</i>	<i>MONDAY 29th JUNE 2015</i>
STAFFING COMMITTEE – Following Planning	MONDAY 29 th JUNE 2015
FULL COUNCIL MEETING	MONDAY 13th JULY 2015
<i>PLANNING COMMITTEE</i>	<i>MONDAY 20th JULY 2015</i>
<i>PLANNING COMMITTEE</i>	<i>MONDAY 17th AUGUST 2015</i>
<i>PLANNING COMMITTEE</i>	<i>MONDAY 7th SEPTEMBER 2015</i>

FULL COUNCIL MEETING	MONDAY 14th SEPTEMBER 2015
<i>PLANNING COMMITTEE</i>	<i>MONDAY 28th SEPTEMBER 2015</i>
FULL COUNCIL MEETING	MONDAY 12th OCTOBER 2015
<i>PLANNING COMMITTEE</i>	<i>MONDAY 19th OCTOBER 2015</i>
<i>PLANNING COMMITTEE</i>	<i>MONDAY 9th NOVEMBER 2015</i>
FULL COUNCIL MEETING	MONDAY 16th NOVEMBER 2015
<i>PLANNING COMMITTEE</i>	<i>MONDAY 30th NOVEMBER 2015</i>
FULL COUNCIL MEETING	MONDAY 14th DECEMBER 2015
<i>PLANNING COMMITTEE</i>	<i>MONDAY 21st DECEMBER 2015</i>
<i>PLANNING COMMITTEE – 7.00PM</i>	<i>MONDAY 11th JANUARY 2016</i>
FINANCE COMMITTEE – Following Planning	MONDAY 11 th JANUARY 2016
FULL COUNCIL MEETING	MONDAY 25th JANUARY 2016
<i>PLANNING COMMITTEE – 7.00PM</i>	<i>MONDAY 1st FEBRUARY 2016</i>
STAFFING COMMITTEE – Following Planning	MONDAY 1 st FEBRUARY 2016
FULL COUNCIL MEETING	MONDAY 15th FEBRUARY 2016
<i>PLANNING COMMITTEE</i>	<i>MONDAY 22nd FEBRUARY 2016</i>
FINANCE COMMITTEE – GRANTS	MONDAY 7 th MARCH 2016
<i>PLANNING COMMITTEE</i>	<i>MONDAY 14th MARCH 2016</i>
FULL COUNCIL MEETING	MONDAY 21st MARCH 2016
<i>PLANNING COMMITTEE</i>	<i>MONDAY 4th APRIL 2016</i>
ANNUAL PARISH MEETING	MONDAY 11 th APRIL 2016
FULL COUNCIL MEETING	MONDAY 18th APRIL 2016
<i>PLANNING COMMITTEE</i>	<i>MONDAY 25th APRIL 2016</i>
<i>PLANNING COMMITTEE</i>	<i>MONDAY 16th MAY 2016</i>
ANNUAL COUNCIL MEETING	MONDAY 23rd MAY 2016

Cllr Baines announced the conclusion of the Annual Business.

- 009/15 **Declarations of Interest:** There were no declarations of interest.
- 010/15 **Public Participation:** There were no members of the public in attendance.
- 011/15 **Minutes, Full Council Meeting 27th April 2015:**
a) Resolved: *The Minutes of the Full Council Meeting held 27th April 2015 be formally approved by the Council and signed by the Chairman as a correct record.*
- b) Matters Arising from Min.489/14c):** Cllr Carter queried whether a response had been received from the Canal Trust Development Company with regard to any offer on the Parish Council owned land. The Clerk replied that she had not yet received any

correspondence, however this would be an agenda item for the next Finance meeting due to tax implications. The Clerk also reported that she did not have a phone number for Mr Guley so she would write to him.

c) Matters Arising from Min. 491/14d): Cllr Carter queried whether the Clerk had received a response from the youth football team. The Clerk reported that the youth teams were aware about the amount of equipment that they had stored and that they needed to sort it out. They had one more match to play before the end of the season after which they would sort and reduce the equipment being stored at the new pavilion.

d) Matters Arising from Min. 491/14e): Cllr Carter queried the situation with regard to the soap dispensers and toilet roll holders at the pavilion. The Clerk advised that this would be reported under agenda item 14a).

e) Matters Arising from Min. 492/14: Cllr Carter queried whether any quotes had been received for the installation of CCTV and a Mosquito System. The Clerk reported that the last Full Council meeting had only been two weeks ago on 27th April, and due to the internal audit, preparation of the budget and the production of agenda papers for this Full Council meeting she had not yet had the opportunity to seek quotations.

f) Matters Arising from Min. 495/14f): Cllr Carter queried the situation with regard to the proposed footpath from the new Forest and Sandridge School to Ingram Road. The Clerk reported that the Town Council were considering support of this proposal this evening and additionally it would be considered by CATG on Wednesday 13th May. Cllr Baines reported that projects considered favourable by CATG usually had a 3 way financial split between CATG, the Area Board and the organisation that requested the project. As this proposed path would benefit both residents from the Town and Parish it was his consideration that the Parish Council and the Town Council should share a third of the cost for this project with the other two thirds being met jointly by CATG and the Area Board. He felt it was very important that any monies spent and work carried out to create this proposed new footpath should not affect the planned 20mph speed limit on Snarlton Lane. He stressed that this was still very necessary, especially with the proposed new housing development to the north of Snarlton Lane as the lane would need to be crossed to access the school. He advised that the Parish Council pledge some of the £11,000 s106 money from the development of the Local Centre Land on the East of Melksham development, but that some of this money should be kept in reserve for other projects.

g) Matters Arising from Min. 501/14b): Cllr Carter queried whether a response had been received from Wiltshire Council with regard to the fly tipping behind Holbrook Vale. The Clerk replied that she had written to the Rights of way Officer on 28th April, but as yet had not received a reply.

012/15

Finance:

Report of Internal Audit 27th April 2015: The Clerk reported that the new Internal Auditor was very robust and thorough. It was a very satisfactory audit and it was noted that the auditor's constructive recommendations would be considered by the Finance Committee on 18th May.

- 013/15 **Asset Register:** The Clerk explained the asset register following advice from the new Internal Auditor with the initial purchase price being listed. It was noted that the Parish Council did not actually own Whitley Reading Rooms or Bowerhill Village Hall and thus they should not be listed as an asset. This greatly reduced the value of the Asset Register, however it was noted that this did not affect the insurance value of the assets. **Resolved:** *The Asset Register be formally approved by the Council.*
- 014/15 **Council Reserves:** The Clerk explained the new format of the reserve report. The new report now shows that although reserves are in place they are not necessarily committed to be spent imminently, the report shows ring fenced reserves for use within the next 3 years and the other reserves as contingency. **Resolved:** *The Reserves Report be formally approved by the Council.*
- 015/15 **Statement of Accounts & Annual Report for Year ending 31st March 2015:**
Resolved: *The Statement of Accounts and Annual Report for Year ending 31st March 2015 be formally approved by the Council and signed as a correct record by the Chairman and the Clerk/Responsible Financial Officer with the following amendments:*
- a) *Page 17 of the report – the list of assets to be amended from “31st March 2014” to “31st March 2015”.*
 - b) *Page 19 of the report – the wording to be amended from “and additional land for the new allotment plots (309 perches)” to “and the additional land for the new allotment plots 2 acres (0.81 hectares)”.*
- 016/15 **External Audit Annual Return for Year ending 31st March 2015:**
Accounting Statements for 2014/15: **Resolved:** *The Accounting Statements for 2014/15 be formally approved by the Council and signed as a correct record by the Chairman and the Clerk/Responsible Financial Officer for submission to the External Auditor.*
- 017/15 **External Audit Annual Return for Year ending 31st March 2015:**
Annual Governance Statement for 2014/15: **Resolved:** *The Annual Governance Statement for 2014/15 be formally approved by the Council and signed as a correct record by the Chairman and the Clerk/Responsible Financial Officer for submission to the External Auditor.*
- 018/15 **Finance:**
- a) **Council Receipts:** The Council noted that the following amounts have been received since the last meeting:

Paying in reference	Income Details	Amount £
BACS	Interest from Fixed Term deposit	£ 23.61
BACS	Area Board Grant	£ 1,001.00
BACS	Interest on Instant Access Account	£ 0.01
BACS	Interest on 30 day account	£ 0.13
BACS	Wiltshire Council: 50% of Precept and grant for 2015/16	£83,760.61
BACS	Interest on Instant Access Account	£ 0.01
BACS	Interest on 30 Day Account	£ 0.15
Total		£84,785.52

b) **Accounts for payment: Resolved:** The following accounts be checked and formally approved for payment:

Cheque no	Payee	Payment Details	Net £	VAT £	Gross £
4882	Vita Play Ltd	Repairs to surface edging at Beanacre Play Area	3,253.40	£650.68	£ 3,904.08
4883	Total Equipment Ltd	Building Insurance for Crown Chambers 1/5/15 - 30/4/16	£ 950.38		£ 950.38
4884	JH Jones & Sons	Bin Collections & grass cutting at Bowerhill Sports Field and Grass cutting at allotments & Beanacre play area	£ 593.50	£118.69	£ 712.19
4885	Melksham Town Council	Contribution to Neighbourhood Plan (MCAP invoice nos 14/P/009, 15/P/001, 15/P/003 + Melksham Assembly Hall and My Community)	£ 686.28		£ 686.28
4886	Internal Audit & Compliance Ltd	Internal Audit inspection and report carried out on 27th April	£ 325.00	£ 65.00	£ 390.00
4887	Glasdon UK Ltd	Topsy Jubilee Bin with Fire Expire for new pavilion	£ 269.32	£ 53.86	£ 323.18
4888	Condor Office Solutions	Photo copier charges 27/1 - 30/4	£ 275.54	£ 55.11	£ 330.65
4889	CAWS	Contribution to initial few months of CAWS (as per minute no 442/14)	£ 300.00		£ 300.00
4890	J Beaven	Weekly cleaning of Bowerhill pavilion 30/3 - 20/4	£ 97.00		£ 97.00
4891	Wiltshire Council	DBS check charges for flood warden volunteers in Shaw & Whitley	£ 42.00		£ 42.00
Salaries:					
4892	Mrs T Strange	May salary& add hrs (28) + expense (20)			
4893	VOID	VOID			
4894	Mrs J Eccleston	May salary & add hrs (6.5)			
4895	Mr T Cole	Pay for w/e 4/4/15 - w/c 25/4/15 & mileage (126 miles)			
4896	Mrs L Key	May salary& add hrs (7.75) + expense (4.67)		0.78	
4897	Mrs E Cranton	April Office Cleaning (5)			
Total Salaries			3,511.84	0.78	3,512.62
4898	HMRC	PAYE, tax and NI for May	£ 715.41		£715.41
4899	Wiltshire Council - Wiltshire Pension Fund	Superannuation for May	£ 922.60		£922.60
Grand total			11,942.27	944.12	12,886.39

i)The Clerk reported that the Parish Caretaker had confirmed that the ditch at the allotments had now been cleared of soil spoil by the trough installation contractors and

that cheque number 4861 to Whatley & Co. (Pewsey) Ltd , previously held back as per Min. 495/14b1) would now be released for payment.

019/15

Play Areas:

a) Play Area Inspections: The Council noted the Quarterly Inspection Reports carried out by the ROSPA qualified Parish Caretaker. All play equipment and safety equipment is in good order with the one item, the rocker at Shaw Play Area, which has a split laminate surface due for replacement by a spinner that is on order with VitaPlay.

bi) Quotation for Bin Emptying at Beanacre Play Area: Wiltshire Council were no longer emptying the bin at the Beanacre Play Area and a quote for doing this had been received from the Parish Council approved contractor J H Jones. The quote to empty 1 x bin was £12.00 + VAT per occasion. **Resolved:** *The Council accept the quote from contractor J H Jones for the bin to be emptied when grasscutting at the Play Area. The Parish Caretaker to empty in the Winter months when J H Jones not on site.*

b ii) Request for Relocation of Bin at Hornchurch MUGA: Cllr Mills reported that BRAG would like to have the bin at Hornchurch Road moved closer to the MUGA. It was noted that Stuart Renfrew had confirmed that Wiltshire Council would do this. Cllr Chivers circulated a copy of Wiltshire Council's bin emptying schedule.

c) Approval of text from VitaPlay Testimonial: It was noted that no testimonial had been received from VitaPlay. **Resolved:** *When a draft testimonial is received from VitaPlay the Clerk, Chair and Vice Chair have delegated powers to approve the text.*

020/15

Bowerhill Sports Field & Pavilion:

a) Update on new Pavilion: The Clerk reported on her "snagging" visit to the Pavilion on Monday 11th May, where she had walked around the new build with representatives from Wiltshire Council, Winvic (Contractor) and Gleeds (Cost Consultants working on behalf of Wiltshire Council) and the Architects to check the specifications. The following points were raised:

1. Concerns over site security will be addressed as a hoop top metal fence will be erected on the outside of the new hedging.
2. The gas pipe trench will prevent any unwanted access on the side of the car park gates.
3. The portacabin will be removed shortly and a better surface has been installed in the car park as the contractor had concerns that the previous surface would not be substantial enough.
4. The existing front gates are to be painted to match the rest of the fencing.
5. The pond is due to be cleared on Tuesday 12th May.
6. There was a very strong smell of oil in the adjacent ditch again. **Resolved:** *The Assistant Parish Officer to report this to the Environment Agency on Tuesday 12th May.*
7. The Contractor has expressed concerns with regard to safety over the electric roller door that the Parish Council had requested as the patio doors were to be fire doors. The electrical mechanism will not work if there is a power cut. Additionally these doors have a reputation for breaking down and having maintenance issues, this had been raised as a concern by the Parish Caretaker who had experience of them. Security of some kind was necessary and the contractor had suggested grilles similar to those that have been

- erected over the windows. **Resolved:** *Metal grilles to be installed over the emergency fire doors by the contractors rather than electric roller doors.*
8. Switch and Boiler Room: There will be a training session to explain how the systems work and an “idiots” guide will be placed on the walls to explain how to shut down the system in an emergency.
 9. The outside tap for boot cleaning will be in a lockable box to conform with water regulations.
 10. It was noted that there was not enough room to install soap dispensers on the wall over the sinks. If they were placed to the side they could spill soap on the floor and potentially cause a slip hazard. **Resolved:** *Soap dispensers will not be attached to the walls instead pump action hand soap will be placed on the actual sinks.*
 11. The tiled lobby will be used to store brushes and mops and a sign will be installed to ask users to clean up after themselves.
 12. It will be another two weeks before the basketball court can be marked out as the tarmac need six weeks to dry.
 13. It was noted that there would be timer on the external lighting system.
 14. It was noted that there was no room in the changing rooms for whiteboards, however there are lots of flat radiators. It was suggested that fridge magnets could be used to attach match plans to the radiators.
 15. Light bulbs and consumables to be stored in the switch room.
 16. There are three Dimplex heaters that were in the old pavilion that are now redundant, but still in working order and PAT tested. These could be offered to Berryfield Village Hall.
 17. The pavement is due to be opened the first week of June.
 18. Fire and Burglar Alarms: Nearly completed with BT, however they will not be connected for two weeks. The Clerk to speak to Security 2000 and Knorr Bremse to request that if the alarms do go off in that period that they call 999.
 19. The grass will be initially cut by hand to give it time to establish. This will be communicated to J H Jones. It was reported that some turf is missing and needs re-doing.
 20. It was suggested that local businesses are contacted with regard to potential sponsorship of some picnic benches.
 21. It was noted that the new bin for the veranda had already been delivered and has been stored in the kit room.

b) Opening Ceremony: The Council noted that the opening ceremony was now to be held in September to avoid clashes with the holidays and so that football was not being played whilst the pitches were undergoing restorative works. **Resolved:** *The opening ceremony to be held on Saturday 19th September 2015.*

c) Request for Hire: A request had been received from Gompels HealthCare Ltd to hire the Pavilion and Sports Field for their Staff summer barbeque and sports day. **Resolved:** *Potential hire prices to be discussed at the Finance Meeting for both this request and for future hire terms and conditions..*

021/15 **Local Council Award Scheme:** It was noted that the Quality Council Status had automatically been transferred to Foundation certification that expires in January 2016. This could be upgraded to Quality or Quality Gold. It was agreed that a lot of work and man hours would be needed from the staff to achieve either of these accreditations and that there was no real benefit, e.g. reduction in insurance. It was

considered that gaining the “Power of General Competence” would be far more beneficial as this allows the Council to take actions providing they have the finances, such as provide public toilets or open community shops. As the Clerk’s CILCA qualification predates the Power this would module would need to be undertaken.

Resolved: 1. The Council carry out the required actions to enable renewal of the Status to Foundation Level. 2. The Clerk to undertake the CILCA “Power of General Competence” module.

022/15 **Schedule of Information provided under Freedom of Information Act:** The Council discussed the minor changes that needed to be made to the schedule, and made some revisions. **Resolved:** The Council formally adopt the revised Schedule of information provided under the Freedom of Information Act and a copy of this to be available on the website.

023/15 **Parliament Week:** The Council noted that Atworth Parish Council had taken part in this event last year, which encouraged young people to debate with local government, which had proved to be very successful. Cllr Chivers suggested that the Parish Council could get involved in this year’s event to be held in November, and that the local Schools, Youth Clubs, Scouts and Guides could be approached. **Resolved:** The Parish Council to take part in this year’s event. The Clerk to speak to the representatives of the Local Youth Network (LYN).

024/15 **Minutes, Joint Neighbourhood Plan Steering Group 29th April 2015:** The Council noted the draft minutes of the Joint Neighbourhood Plan Steering Group meeting held 29th April 2015. Cllr Carter thanked the Clerk for stepping in to take the minutes in the absence of Phil McMullen who had been ill.

Meeting closed at 9.36 pm

Chairman, 22nd June 2015