

## THORNBOROUGH PARISH COUNCIL

### MINUTES of the ANNUAL MEETING of the COUNCIL

**Monday 9<sup>th</sup> May 2016 at 7.00pm**

**Present:** Cllr. Charlotte Moore; Cllr. Andy Spurr; Cllr. Mary Taylor, Cllr Stuart Mitchell; Cllr. Melanie Staff; Cllr. Ray Goodger Maggie Beach (Clerk) AVDC Cllr Sir Beville Stanier

**Apologies:** BCC Cllr Warren Whyte

**Public:** None

Item		ACTION
1	<b>Election of the Chairman and Vice-Chair</b> Cllr. Stuart Mitchell proposed as Chairman by Cllr. MS, seconded by Cllr. AS. Elected unanimously and unopposed. Cllr. Andy Spurr proposed as Vice-Chair by Cllr. SM, seconded by Cllr. MS. Elected unanimously and unopposed.	
2	<b>To agree the Minutes of meeting 11<sup>th</sup> May 2015-</b> agreed as accurate	
3	<b>To fix dates and times of ordinary meeting for 2015/16</b> It was agreed to move the regular meetings to the first Monday of each month at 7.00 p.m. in the Village Hall.	<b>Clerk to book hall</b>
4	<b>To receive report from Chair for 2015/16</b> Chair presented his report attached as Appendix 1	
5	<b>Financial report</b> Clerk presented the Financial Report. Report notes attached as Appendix 2	
6	<b>To consider the payment of any annual subscriptions</b> Annual subscriptions renewed throughout the year as they become due after discussion in Council.	
7	<b>Appointment of any new committees, confirmation of the terms of reference, the number of members and nominations.</b> Agreed Thornborough and Coombs Community Woodlands Committee to now be disbanded as it had fulfilled its function.	
8	<b>Review and adoption of appropriate standing orders and financial regulations.</b> The Clerk presented TPC with Standing Orders and Financial Regulations that had been amended using the NALC models to put them in line with current legislation <ul style="list-style-type: none"> <li>- Agreed unanimously that Thornborough Parish Council adopt the presented and previously circulated Standing Orders.</li> <li>- Agreed unanimously that Thornborough Parish Council adopt the presented and previously circulated Financial Regulations.</li> </ul>	
9	<b>Review of inventory of land and assets including buildings and office equipment.</b> Covered by the Financial report.	
10	<b>Review and confirmation of arrangements for insurance cover in respect of all insured risks.</b> Previously discussed under item 5. Insurance is due to be renewed in September 2016.	
11	<b>Review of the Council's and/or employees' memberships of other bodies. (Local Area Forum, North Bucks Parishes Planning Consortium, AV North Sports Council.)</b> Representatives appointed: Local Area Forum, - Cllr Melanie Staff	

	North Bucks Parishes Planning Consortium, - The Clerk AV North Sports Council, - Cllr Andy Spurr Agreed attendance at the Parish County Liaison Group was difficult for Councillors so TPC will continue to send apologies.	
12	<b>Review of the council's policy for dealing with the press/media</b> Covered in the agreed Standing Orders	
13	<b>Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998</b> Covered in the agreed Standing Orders	
14	<b>Establishing or reviewing the Council's complaints procedure</b> Covered in the agreed Standing Orders.	
Meeting closed at 7.40p.m		

## Appendix 1

### THORNBOROUGH PARISH COUNCIL Chairmen's Report 2015-16

This year has been another busy year for Thornborough Parish Council. We continue to work hard to keep our parish a pleasant place to live in and I would like to thank all my fellow Councillors for their hard work in helping to achieve this over the last year.

The main highlights and issues of the year are:

- Thornborough and Coombs Woodlands Enterprise Trust came into being in earlier this year. Thornborough Parish Council were delighted to assign the management and lease of the Thornborough Community Woodland to the Trust for ongoing management and care
- The speed limit in Coombs. Sadly, despite the effort that Thornborough Parish Council has put into this, including commissioning a review via the Local Area Forum for Buckingham, and consequently writing to our MP, we have had no success in reducing the speed limit from the current frightening through speed of 50mph.
- There has been extensive work on the Sports Pavilion to make it habitable for Thornborough Pre-school who are now in residence on weekdays in term time.
- Thornborough Parish Council responded to Aylesbury Vale District Council's consultation on the Vale of Aylesbury Local Plan.
- We have archived old files and will keep them safe and dry. We continue to search and reclaim old parish papers that have gone missing in previous decades and would be very pleased if anyone has anything they may think would be useful from a time when they were on Thornborough Parish Council.

We are currently looking at:

- More street lighting on the High Street,
- A charitable donation policy
- Re-launching Thornborough News which we hope to do at the Annual Open Meeting of the Parish. We intend to change the format to an A5 size in black and white which Thornborough Parish Council will pay for and distribute to every residence in the parish free.

Ongoing day-to-day Parish Council work continues on:

- Reporting potholes
- Maintaining the street lighting
- Maintaining the Greens

- Looking at planning applications and responding
- Maintaining the allotments
- Paying for Dog waste collections and general litter control
- Keeping the parish solvent and parish finance transparent.

Recently we have had verges throughout the village repaired and have bought a new Salt Bin ready for next winter.

I would like to thank all the parishioners who have contributed to the life of the parish during the year but especially our Vice Chairman, Councillor Spurr, for chairing the meetings I am unable to attend due to work commitments, and also the Clerk, Maggie Beach in her support of Thornborough Parish Council.

Stuart Mitchell

Chairman, Thornborough Parish Council

## Appendix 2

### Thornborough Parish Council Finance Report for the Annual Meeting of the Council, 9<sup>th</sup> May 2016

#### Bank Reconciliation for March 2016 Prepared By Maggie Beach Clerk/RFO

##### Balance per Bank Statement as at 11th April 2016

Current Account	11,685.31
Reserve Account	14,170.00

**Total Bank Accounts** **25,855.31**

##### Less Unpresented Cheques

Unpresented Cheques

S Mitchell	11.79
HMRC	91.20
MK Liquid Waste	192.00
Circuit Electrical Services	480.00
Dennis King	100.00

**Total Liabilities** **874.99**

**Plus Unbanked Cash** 0.00

**Net Bank Balances** **24,980.32**

##### Cash Book Receipts

Opening Balance	<b>27,503.74</b>
Add	
Receipts	18,964.11
Less	
Payments	21,487.53
Closing Balance as per cash book	<b>24,980.32</b>

Diff: 0.00

**Annual Return Statement of Accounts 5th April 2016**

	<b>2014/15</b>	<b>2015/16</b>
	<b>Last year</b>	<b>This Year</b>
	<b>£</b>	<b>£</b>
1 Balances Brought Forward	21,856.47	27,503.74
2 (+) Annual Precept	17,345.60	18,060.00
3 (+) Total other receipts	5,453.77	904.11
4 (-) Staff Costs	5,397.62	5,683.56
5 (-) Loan interest/capital repayments	0.00	0.00
6 (-) Total other payments	11,753.48	15,803.97
7 (=) Balances carried forward	27,503.74	24,980.32
8 Total Cash & Investments	27,503.74	24,980.32
9 Total Fixed Assets	385,934.13	384,340.37
10 Total Borrowings	0.00	0.00

**Receipts and Payments Summary Account for the year-ended 5 April 2016**

<b>Previous year £</b>		<b>Current year £</b>
21,856.47	Balance brought forward 1 April 2015	27,503.74
22,798.37	Total receipts	18,964.11
44,654.84	Total	46,467.85
17,151.10	Less: Total payments	21,487.53
27,503.74	<b>Balance carried forward as at 31 March 2016</b>	24,980.32
	<b>Represented by:</b>	
15,848.45	Current A/c balance	11,685.31
11,663.39	Deposit A/c balance	14,170.00
8.10	Less: Unpresented cheques	874.99
27,503.74		24,980.32

**Summary of Receipts and Payments Accounts for the year ended 5th April 2016****Receipts**

<u>Previous year</u>			<u>Current</u>	
£	Notes		Year	Notes
			£	
17,346.00		Precepts	18,060.00	
514.00	From AVDC	Grant	340.00	
5.84		Interest & Investment Income	6.61	
70.00		Allotments	70.00	
1.00		Village Hall Rental	1.00	
0.00		Miscellaneous	12.50	Donations from parents for Play Around the Parishes sessions
470.00		Sports Field Rental	474.00	
4,391.93		VAT	0.00	Claim submitted but not yet paid.
<b>22,798.77</b>		<b>Total Receipts</b>	<b>18,964.11</b>	

**Payments****General administration:**

5,397.62		Clerk's salary	5,683.56	
500.00		Audit fees	410.00	
0.00		Loans & Interest	0.00	
1,406.87		Insurance	1,376.63	
572.40		Subscriptions and donations	143.08	

**Operational Expenditure:**

2,289.50		Grass Cutting	2,443.20	
4.60	No invoice rec'd from BCC	Allotments	240.26	Rent for two years invoiced by BCC
350.40	270 work on pond	Pond	70.40	
0.00		Publicity & Communication	0.00	
1,068.96		Stationary, Postage, Phone, printing ink & staff costs	1,245.19	
260.00	Play Around the Parishes sessions	Misc	150.00	Donation to Thornborough Infant School
725.00	No invoice rec'd from AVDC for dog waste.	Village Maintenance	1,624.15	dog waste collection, Burial grounds maintenance and repairs to memorial bench
928.00		Playground	133.00	
295.66		Sports field	2,613.62	
224.11		Street lights	47.57	
0.00		Village Hall	1,893.33	
46.17		S.137	1,863.82	Includes start up donation and electricity costs for Thornborough and Coombs Community Woodlands Enterprise Trust
1,114.98		VAT	1,099.72	Claim submitted
<b>15,184.27</b>		<b>Sub-total</b>	<b>21,037.53</b>	

**Capital Items purchased**

2,052.00	2 new lights	Total Capital items	450.00	Salt bin
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Annual Meeting of Thornborough Parish Council 9<sup>th</sup> May 201617,236.27**Total Payments inc capital**21,487.53**Balance Sheet****2014-15****2015-16****Current Yr**

		<b>Fixed Assets</b>
127,546.46	Sports Pavilion	127,546.46
170,000.00	Village Hall	170,000.00
17,500.00	Sports Field	17,500.00
7,540.97	Sports Field Equipt	7,540.97
5,556.52	Sports Field Shed & Groundworks	5,556.52
30,585.57	Playground	29,512.76
7,035.00	Netpaving for parking	7,035.00
9,690.00	Netpaving for parking 2	9,690.00
822.03	Dog Waste Bins	822.03
1,576.00	Benches & Bins	1,576.00
5,130.00	Street Furniture (new lights)	5,130.00
520.95	Computer Package	0.00
99.00	Printer Scanner	99.00
354.63	Computer and Software	354.63
1,627.00	Notice Boards	1,627.00
350.00	Marquee	350.00
<b><u>385,934.13</u></b>	<b>Total Fixed Assets</b>	<b><u>384,340.37</u></b>

10,560.31

Current Account

11,685.31

11,657.55

Reserve Account

14,170.00

22,217.86

Total

**25,855.31****22,217.86**

Total cash in Bank Accounts

**25,855.31**

361.39

Creditors

0.00

0.00

Debtors

**874.99****361.39****Net Current Assets****24,980.32****21,856.47**

32,515.11

Balance brought forward 1.4.15

**27,503.74**

27,224.09

Add: Total income

18,964.11

**59,739.20**

Total

**46,467.85**

37,882.73

Less: Total expenditure

21,487.53

21,856.47**General Fund Balance as at 31 March 2015****24,980.32**

**Notes to accompany Excel sheets.**

I include the last Bank Reconciliation of the financial year in question **RETURN SHEET**

This shows the specific information required to be submitted to the Auditors as follows:

Balances Brought Forward

(+) Annual Precept

(+) Total other receipts

(-) Staff Costs

(-) Loan interest/capital repayments

(-) Total other payments

(=) Balances carried forward

Total Cash & Investments

Total Fixed Assets

Total Borrowings

Last year's is included for comparison.

**R&Ps**

This is a summary of all receipts (i.e. our income) and payments made in the year. Last year's is included for comparison.

**R&PAcs**

This is more detailed information of the receipts and payments which shows the headings for spending and for income. Here you can see exactly how much the council has received for different reasons, such as Sports Field rent, Precept etc and how much the Council has spent over the year for instance on grass cutting, on stationary, admin and councillor expenses, on village maintenance etc.. Last year's is included for comparison.

**Balance Sheet**

This sheet summarises the financial position of the Council with a list of all the assets we currently own and the bank balances (of the two accounts we have) added on.

Assets have to be listed with the amount they cost when we first had/bought them. Last year's is included for comparison.