

EARNLEY PARISH COUNCIL

Minutes of the Extra Ordinary Meeting of Earnley Parish Council held on 20th April 2016

PRESENT: Cllrs. Keith Martin (Chairman), Chris Charter (Vice Chairman), Robert Carey and Sandy Simpson.

In attendance: Mrs Louise Chater (Clerk) and three members of the public.

40.16 PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA

None.

41.16 APOLOGIES AND REASONS FOR ABSENCE

None.

42.16 CODE OF CONDUCT

1. Declarations of Interest on items included on the agenda - None.
2. Dispensation requests - None.

43.16 MINUTES

On a proposal by Cllr. Charter, it was RESOLVED to agree and sign the minutes of the meetings held 17th March 2016; this was duly completed.

44.16 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA

None.

45.16 FINANCE

- a) Bank Balances as at 20th April 2016 - £17,546.12
- b) Approval of Parish Council payments and authority to sign cheques

	Total		
Direct Debit			
Anvil Mobile Ltd	10.98	dd	parish council phone - March 2016
Public Works Loan Board	284.24	dd	loan payment
Standing Order			
Louise Chater	408.06	so	salary - March 2016
West Sussex County Council	122.09	so	pension - March 2016
Direct Payment		authorisation code	
EWBPC	52.00		Room Hire
Staples UK Ltd	12.56		stationery
Mrs Louise Chater	78.85		expenses

On a proposal by Cllr. Charter, it was RESOLVED to authorise the direct payments.

- c) Budget Monitoring 2016/17 - no action required.
- d) Approval of financial statement - On a proposal by Cllr. Carey it was resolved to accept the financial statement for March 2016. It was noted that the Parish Council had come in under budget and therefore was in a firm position with regard to the general reserves.
- e) Annual Return year ended 31 March 2016 - The Clerk read out the accounting statements and it was confirmed that the Parish Council

complied with all the relevant items. On a proposal by Cllr. Carey, it was RESOLVED the Chairman complete Section 1 Annual Governance Statement; this was duly completed.

- f) Annual Return year ended 31 March 2016 - On a proposal by Cllr. Carey, it was RESOLVED to accept and sign Section 2 Accounting Statement; this was duly completed.
- g) Annual Return year ended 31 March 2016 - the internal auditor had reviewed the intermediate audit papers and had suggested that the Parish Council give consideration to reviewing the adopted budget statement. On a proposal by Cllr. Carey it was agreed to submit the budget statement as produced when the budget was adopted on 26th November 2016.
- h) End of year accounts 31 March 2016 - on a proposal by Cllr. Carey, it was RESOLVED to accept and sign the end of year accounts; this was duly completed.
- i) Annual Return year ended 31 March 2016 - Section 4 Annual Internal Audit Report - It was noted that the internal auditor had completed and signed section 4 of the audit return and had raised no areas of concern.
- j) Internal Audit Report year ended 31 March 2016 - Mr Mark Mulberry, Mulberry & Co had completed the internal audit today and had verbally confirmed that he had raised no areas of concern. The Clerk would circulate his report upon receipt.
- k) Schedule of Assets - On a proposal by Chairman, it was RESOLVED to accept and sign the Schedule of Assets; this was duly completed.

46.16 PARISH PLAN 2016 - 2021 and ACTION PLAN

- 1. Parish Plan 2016-2021 - The Parish Council had submitted the draft plan to Chichester District Council and West Sussex County who had now submitted their comments. These comments were accepted by the Parish Council and following the amendments it was agreed to adopt the document.
- 2. Printing - On a proposal by Cllr. Charter it was agreed to print 250 copies.
- 3. Circulation - it was agreed to circulate the document prior to the Annual Meeting of Electors via email where contact details available and hand deliver it to all other residents.

47.16 EARNLEY FETE - 18th June 2016 14.00 - 17.00

- 1. Update - Cllr. Martin and Pauline Norris had meet with John Ness and reviewed the equipment available to borrow from Earnley Church. It was agreed to contact the various Residents Association's to see if they were able to provide volunteers. Celebrity to open the event it was noted that unfortunately Christopher Timothy was unavailable, it was agreed to approach Keith Richards and Chichester Festival Theatre.
- 2. Advertising - Earnley Church had a number of 'A' Boards to assist with directions to the event Cllrs. Martin and Charter agreed to revive and distribute them. Hawkins & Smith Estate Agents had agreed to sponsor the advertising with estate agent boards.
- 3. Queen's 90th birthday Celebration Grant - the Clerk reported that she was unable to progress this matter until the relevant numbers were known.

48.16 CLERK'S REPORT

1. Newsletter - the Clerk had completed the production and would arrange for printing when she had reviewed the numbers to be circulated by email.

49.16 EXTERNAL CORRESPONDENCE

None.

39.16 ITEMS FOR FUTURE AGENDAS

Meeting closed at 20.35pm

Signed _____

Chairman Earnley Parish Council

Dated _____