



**Minutes of the Parish Council meeting held on
10th October 2018 2018 at 7.30pm at the
Methodist Church, School Room, Moss House Lane**

Present; Cllrs A. Taylor (Chair), R. Gelder, E Houghton, M Gelder, N Woodcock
K. Hayes, T Brown

In attendance R Weaver, Clerk to the Parish Council.

1 Apologies for absence.

Apologies were received from Cllr Dawn Fenton

2. Declarations of Interest and Dispensations

Cllrs Houghton, Brown and Taylor declared an interest in Item 7 regarding the Village Hall for which dispensations has been granted.

3. Minutes of the last meeting held on 12th September 2018.

It was resolved to sign the draft Minutes of the meeting as an accurate record.

4. Public Time

One member of the public was present who had attended to offer information on the processes and contractual issues involved in managing projects funded in whole or in part by third parties and public money. Mr Richard Bramley is a qualified architect with long experience of developing schools, nurseries and community halls. He holds public indemnity insurance. He is the architect who will be involved should the Village Hall project be undertaken. He informed the Council that in order to build the Village Hall, a legal contract would at some point have to be signed between those undertaking to build it and those undertaking to pay for it. That contract could be solely between the The Village Hall committee and the builders, or jointly, between the Parish Council and Village Hall and the builders. If the Village Hall committee enters a contract solely with the builders, they could only commit to such a contract if they could in turn be assured that a firm guarantee to provide funds had already been made by the Parish Council.

Accordingly, any resolution to fund or not fund the project has to precede the signing of any such contract and has to be a one-off decision. It cannot be subject to several votes over time at each stage as the work progresses. Committing to a contract without a resolution that the money required to pay contractors will be guaranteed in full, would put the Village Hall committee in danger of breach of contract.

The architect stated that this type of project involving a third-party funder would normally follow the below process documented in the JCT book used by the industry:

- A design brief is put out for tender
- Tenders are returned, specifying a fixed construction price and terms of payment schedule
One successful tender is selected.
- The architect confirms that the contractor's tender can deliver completion of the building project at or near to the original specification together with professional fees etc within the funds available.
- An approach will be made to the Council to determine if they are prepared to release the funds. ~~needed to complete the build.~~
- Subject to commitment of funds by resolution of the Council, the Village hall committee signs contract.
- Thereafter, at each stage of the build, the architect issues a certificate of completion stating that the work has been carried out as required and payment for that phase is then made, normally within 14 days. This would require administrative arrangements to be in place to transfer previously approved monies as and when required

Mr Bramley was thanked for the information regarding his previous experience in managing projects of this sort, which the Council will consider when deliberating on the issue of financial support for the Village Hall at a future date.

Mr Bramley was made aware that only Councillors who have no links to the Village Hall would be involved in any decision and vote to decide if funds will be made available.

5. Off road cycle track

It was reported that the track had been inspected and the situation regarding vandalism was much improved. The picnic table and bench have been removed until further notice. Repairs to fencing and signage and cutting back of shrubs and foliage are ongoing.

6. Finance

a) The external audit report was discussed and there were no substantial issues of concern which the auditors wished to bring to the notice of the Council.

However, two minor points were raised :

The completion of one of the AGAR forms submitted to the auditors contained an inaccuracy, although it had no bearing on the integrity of the accounts.

Secondly, the total value of the Council's assets was understated in the annual return and should be adjusted for inclusion in next year's return.

The Clerk circulated a more detailed written explanation of the above issues highlighted by the Auditor to Councillors.

It **was resolved** to accept the auditors report.

It **was resolved** that the value of the Council's assets would be agreed as £198,825 rather than the £190,000 included on the submitted AGAR form. This figure represents the value of all assets on the asset register plus the current value of the invested asset with the public sector deposit fund

6 (b – e) It was **resolved** to authorise the following payments

Chq 584	R Weaver net salary (£200) and expenses (£9.90) for July and August	£209.90
Chq 585	HMRC PAYE deductions	£50.00
Chq 583	PKF Littlejohn auditors	£960.00

It **was resolved** that the cost of the audit as at cheque 583 (minus any VAT payable) should be drawn from the Village Hall account to cover the additional fees incurred due to holding high value funds.

f) It was noted that the CiL money has been credited to the Council account in the sum of 3,390.66

g) It was noted that the Local Delivery scheme money has been credited in the sum of £250

7. Village Hall

It was noted that there was no update on the Village hall as there was nothing more to add to the previous update. Given the information obtained in the public adjournment, it was felt that the due diligence policy agreed on 12th September 2018 should be revisited and an updated version placed back on the next agenda for further discussion..

8. Community improvement funding

It was **resolved** that a number of planters would be purchased in locations identified by Cllr M Gelder. Before any purchases are made, Cllr Gelder would ensure the measurements were correct for the places identified and Cllr Hayes would ensure that the necessary permissions to site them are in place, together with considerations regarding Council maintenance / grass cutting.

Cllr Brown is aware of a local person who may be able to produce a memorial to Jeremiah Horrocks who was born 400 years ago in this coming year. The potential to produce such a memorial will be further explored.

9. World War 1 commemorations

It was **resolved** that a number of laminated poppies displaying the names of local men who fell in WW1 would be purchased. The poppies would be displayed around the Village on lampposts and around the Trafalgar gardens.

It was **resolved** that as usual a wreath would be obtained for this year's commemoration and that an additional donation to the British Legion would be made when paying for the wreath in the sum of £10

10. Letter from Richard Lea

The letter was noted

11. Electricity Northwest / United Utilities vulnerable resident scheme

The Councillors were unaware of this scheme and it was **resolved** that the Clerk would complete the questionnaire and support the utility companies in promoting the scheme.

12. Planning issues

There were no planning issues relating to Much Hoole

13. Conference and Training

There were no conferences or planning issues

14. Local meetings (information only)

Reports from the LALC meeting, South Ribble area forum and South Ribble Parish Chairs meeting were noted.

15. Date of next meeting and items for next agenda

- Due diligence policy for transfer of funds to Village Hall
- Initial budget discussions
- Lighting at youth shelter

Date of next meeting Wednesday 14th November 2018