

**Minutes of the Meeting of the Parish Council
30 April 2019 at the Oakwood Academy**

Members Present	Members Present	Members Absent
Cllr C Bryant	Cllr J King (Chairman)	Cllr T Bisset
Cllr K Eddyshaw	Cllr M Robinson	Cllr P Wilson
Cllr J Clark	Cllr C Wilson	
Cllr P Clark		

Also present:

In attendance: The Clerk

Welcome by Chair

Cllr King welcomed those present.

- SAPC 19-071 To receive and resolve to approve apologies for absence.
Apologies had been received from Cllr P Wilson due to childcare responsibilities.
- SAPC 19-072 To receive questions and petitions from the public – for information only.
There were none.
- SAPC 19-073 To receive a report from the County and District Councillors.
There was none.
- SAPC 19-074 To receive disclosures of pecuniary and non-pecuniary interests.
There were none.
- SAPC 19-075 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and to resolve to exclude public and press for these items.
None.
- SAPC 19-076 To receive and approve the minutes of the previous St. Albans Parish Council meeting.
The council unanimously approved the minutes of the meeting 26 March 2019 which were signed as a true record.
- SAPC 19-077 To receive updates resulting from the previous meeting's minutes and action sheet not covered elsewhere on the agenda. (for information only)
The Council clarified that the spare grit bins were to be given away as the Council had no means to store them and nor could they reasonably be sold for profit.
The Council noted the items on the action sheet.
- SAPC 19-078 Finance:
- To receive the bank reconciliation to 31 March 2019.
 - To receive a receipts and payments over budget report.
 - To approve the payment schedule for April and sign it.

17/2018-19

- d) To consider approval of any additional payments to be made and add to schedule.
- e) To consider authorising standard salary payments by Standing Order.
- f) To sign the Direct Debit mandate for Smart Pensions.

The Council received and noted the financial information above.

The chairman signed the bank reconciliation to 31 March 2019.

The Council unanimously resolved to pay regular salary payments by Standing Order.

The Council unanimously resolved to pay pension contributions by Direct Debit and two signatories signed the relevant form.

SAPC 19-079 To receive the Internal Auditor's Report and consider any action resulting from it.
(To be tabled)

The internal Auditor's report was not yet available.

Deferred to next meeting.

SAPC 19-080 To consider and approve the Annual Governance Statement for 2018/19.

The Council resolved to defer this item to the next meeting since the Internal Audit report had not been available.

SAPC 19-081 To consider and approve the Accounting Statements 2018/19.

The Council resolved to defer this item to the next meeting since the Internal Audit report had not been available.

SAPC 19-082 To consider and adopt a co-option policy.

The Council unanimously resolved to adopt the Co-option policy as presented.

The Council resolved that Poster No. 1 Should be used.

SAPC 19-083 To consider a meetings timetable for the coming year and consider whether to delay the summer break until September.

The Council resolved that the September meeting should be brought forward to Tuesday, 03 September 2019, there would be no meetings in August and December and all other meetings would be on the fourth Tuesday of each month.

SAPC 19-084 To confirm continued subscription to Local Council Review – the NALC magazine.
The Council resolved to continue the subscription of Local Council Review.

SAPC 19-085 To receive a summary breakdown of the lengthsman's work from the cluster administrator .

The Council received the information and noted that unused hours would not be carried forward to the following financial year. The Clerk would make further enquiries.

SAPC 19-086 To consider a request from Slimming World to add their notice to the Council's Notice Board.

The Council resolved not to allow for-profit organisations to put notices on the Council's boards. The Clerk would draft a policy and bring it to a future meeting.

SAPC 19-087 To note the following Planning decisions:

18/2018-19

ST ALBANS PARISH COUNCIL

Initial_____

2019/0117 | Ground floor side extension, conversion of garage to bedroom and raising of flat roof | 5 Cairngorm Drive Bestwood NG5 9PY – **Application permitted**

The Council noted the above planning application.

SAPC 19-088 To note the following correspondence (for information only):

- Application to quote for insurance
- Bus stop information sign
- FBCP – March minutes
- GBC – Election notices
- PKF – Littlejohn – intermediate external audit

The Council noted the above correspondence.

SAPC 19-089 To receive Items for Notification to be included on next month's agenda. (for information only).

- Defibrillator grant update (June meeting)

SAPC 19-090 To confirm date of next meeting scheduled meeting for Tuesday, 07 May 2019 after 19.00 at The Oakwood Academy, Enterprise Centre next to the Sports Hall Bewcastle Road, NOTTINGHAM, NG7 9PJ.

Signed as a true record on behalf of St Albans Parish Council.

Name_____ **Date**_____.

19/2018-19

ST ALBANS PARISH COUNCIL

Initial_____

St Albans Parish Council

FINANCIAL STATEMENT AND BILLS FOR PAYMENT IN

April

Ref:

SAPC19-078-e)

CASH POSITION BEFORE ANY PAYMENTS ARE MADE						£
Unity Trust Bank Current					31/03/2019	30,302.54
					Total	30,302.54
BILLS FOR PAYMENT						
Method	Ref	Supplier	Description	Excl. Vat	VAT	Total
Bacs	April	B Boyer	Salary April	302.40		302.40
DD		Pension SmartPension	Pension contribution April	42.00		42.00
Bacs		AB Waste	Skip (awaiting invoice)	250.00		250.00
Bacs	April	B Boyer	Office costs incl. BrightPay	53.17	10.63	63.80
Bacs		Dixon Accountancy	Internal Audit	as invoiced		?
				Total	647.57	10.63
						658.20

Notes:

Later additions to schedule

Authorised Signatory 1

Authorised Signatory 2

Date

--	--

--

20/2018-19