

CREECH ST MICHAEL PARISH COUNCIL

Draft Minutes for the Meeting of Creech St Michael Parish Council held at
Creech St Michael Village Hall on **Monday 22 July 2024 at 7.00pm**

Councillor Attendance

Cllr. David Griffin - Chair	DG	Present	Cllr. Annabelle Peters	AP	Present
Cllr. Paul Tucker	PT	Present			

Also Present: Andrew Williams, Creech St Michael Parish Clerk and Responsible Financial Officer.

Meeting started at 7.07pm

1.0	Chair's welcome				
	DG welcomed everyone to the meeting.				
2.0	Public Question time - Questions asked by the Public and Press will be noted.				
	None.				
3.0	Apologies for Absence				
	3.1 To receive apologies for absence. None received. 3.2 To approve any apologies for absence. None.				
4.0	Declarations of Interests				
	4.1 Declarations of Individual Members				
	None.				
	4.2 Dispensation Request				
	None.				
5.0	Minutes				
	To Review and Approve the minutes of the meeting held on 25 March 2024. [M]				
	The minutes from the meeting held on Monday 25 March 2024 were approved and signed by the Chair.				
	Prop: DG	Sec: AP	In Favour: 3	Against: 0	Abstain: 0
	Items for Decision				
6.0	Finance Committee Terms of Reference – to review and amend the Committee's Terms of Reference and recommend the Terms of Reference for approval by the Parish Council. [M]				
	The Committee's Terms of Reference were approved.				
	Prop: DG	Sec: PT	In Favour: 3	Against: 0	Abstain: 0

7.0	<p>Financial Regulations – to review the updated version of the Financial Regulations and recommend the Terms of Reference for approval by the Parish Council. [M]</p> <p>The Clerk and RFO highlighted the key updates that had been applied to the NALC template for financial regulations.</p> <p>The Financial Regulations were approved and would be proposed for approval at the Parish Council meeting on 2 September 2024.</p>				
	Prop:DG	Sec:PT	In Favour:3	Against:0	Abstain:0
8.0	<p>Bank Reconciliation – to review and approve the bank reconciliation for the period ending 31 March 2024. [M]</p> <p>The Bank Reconciliation for the period ending 31 March 2024 was approved and signed by the Chair.</p>				
	Prop:DG	Sec:AP	In Favour:3	Against:0	Abstain:0
9.0	<p>Bank Reconciliation – to review and approve the bank reconciliation for the period ending 30 June 2024. [M]</p> <p>The Bank Reconciliation for the period ending 30 June 2024 was approved and signed by the Chair.</p>				
	Prop:DG	Sec:AP	In Favour:3	Against:0	Abstain:0
10.0	<p>Recreation Park Pitch – to consider and approve a proposal to create a partnership with Ruishton Rhinos Football Club to improve the use and management of the football pitch. [M]</p> <p>The proposal was welcomed by the Committee and both DG and AP stated that they believed the proposal would be beneficial to all parties involved.</p> <p>The proposal was approved and would be proposed for approval at the Parish Council meeting on 2 September 2024.</p>				
	Prop:PT	Sec:AP	In Favour:3	Against:0	Abstain:0
11.0	<p>Amendments to the Budget - to consider and approve changes to the allocations within the 2024/25 budget. [M]</p> <p>The Clerk and RFO explained that the proposed changes did not affect the overall expenditure budget for the year. The changes provided for reallocation of funds to cost centres that had been impacted on changes to plans and services in the past few months.</p> <p>The proposal was approved.</p>				
	Prop:AP	Sec:PT	In Favour:3	Against:0	Abstain:0
12.0	<p>Allotment Society Trust Status – to consider options for the management of the allotments in Creech Heathfield and make a recommendation to the Parish Council. [M]</p> <p>The Clerk and RFO explained that the Allotment Society were prepared to register as a Trust but wished to reduce bureaucracy as much as possible.</p>				

	It was agreed that the Allotment Society would be encouraged to register as a trust with HMRC to resolve this issue and this proposal was approved.				
	Prop:AP	Sec:PT	In Favour:3	Against:0	Abstain:0
13.0	<p>Joint Committee to Administer the Ham Solar Installation Community Fund – to approve the terms of reference of the Joint Committee for the Administration of the Ham Solar Installation Community Benefit Fund. M</p> <p>The Clerk and RFO explained that the proposed Committee would be responsible for administering the fund under the oversight of the three parish councils. Both AP and DG commented that he felt that there was a need to ensure that the majority of the funds were directed toward the village of Ham and it was agreed that this could be achieved via the workings of the Committee.</p> <p>DG asked if there was a formal, legally-binding agreement in place with Innova to ensure that the funds would be paid. The Clerk and RFO confirmed that this was not in place at this time. DG offered to help draft a letter to Innova to secure this.</p> <p>The Joint Committee Terms of Reference were approved and would be proposed for approval at the Parish Council meeting on 2 September 2024.</p>				
	Prop:DG	Sec:PT	In Favour:3	Against:0	Abstain:0
	Items for Discussion				
14.0	<p>VAT Return Quarter 2 and VAT position</p> <p>The Clerk and RFO confirmed that the VAT return for the first quarter had been submitted and there was an expected repayment of £831.15 due.</p> <p>DG asked if it was necessary to retain the reserve of £15,000.00 to cover the risk of an historical VAT claim relating to the activities of the Party in the Park. The Clerk and RFO confirmed that it would be retained for the remainder of this year and reviewed ahead of the 2025/26 budget.</p>				
15.0	<p>Income and Expenditure Year to Date</p> <p>The summary positioned was confirmed as being on profile by the Clerk and RFO.</p>				
16.0	<p>Ham Village Flood Risks and Parish Council Support</p> <p>DG asked if there was scope for a meeting between the Parish council and the Ham Village Flood Group to consider what help could be provided to improve the village's flood defences and in particular, the flood pumps. AP asked if there could be an effort to regularly clear ditches to improve the flow of rainwater away from flood hotspots.</p> <p>The Clerk and RFO would make contact with the Ham Village Flood Group and arrange for a meeting to take place.</p>				
	Other Matters				
17.0	Correspondence				
	<p>17.1 To consider any correspondence received that Councillors wish to raise that has already been circulated.</p> <p>None.</p>				

	<p>17.2 To note items of correspondence received by the Clerk and RFO deemed appropriate to be brought to the attention of the Parish council.</p> <p>None.</p>
18.0	<p>New Matters to be Carried Forward</p> <p>None.</p>

The meeting ended at 8.23pm

[V] = Where a resolution (vote) is expected

Andrew Williams, CSM PC, Clerk and RFO, 07708 680797, email clerk@creechstmichael.net

The next Creech St Michael (CSM) Parish Council meetings are on:

Monday 2 September 2024

at 7pm in the CSM Village Hall

