

Findern Parish Council
Clerk: Mrs Clare Orme
Findern Parish Rooms, Lower Green, Findern, Derbyshire. DE65 6AD
Tel: 0771 9599132

**MINUTES OF THE FINDERN PARISH COUNCIL MEETING HELD ON THURSDAY 14TH APRIL
2016 AT FINDERN PARISH ROOMS COMMENCING AT 6.15PM**

Present:

Cllr M Goodall (in the Chair)

Cllr R Brook, Cllr Johnson, Cllr S Brook, Cllr Harrison, Cllr B Goodall and Cllr Rose

No members of the public were in attendance.

AGENDA

1. Minute Number 1978/16 - To receive apologies for absence

Resolved: Apologies were received and accepted as follows:

- ***Cllr Woodhouse due to other work commitments.***

2. Minute Number 1979/16 - Variation of the Order of Business

There were no Variations to the Order of Business.

3. Minute Number 1980/16 - Declaration of Members Interests.

There were no Declarations of Members Interests.

4. Minute Number 1981/16 - Public Speaking – (10 Minutes)

Minute Number 1981/16/A – Public Speaking

There were no Members of the Public present and there was nothing to report.

Minute Number 1981/16/B – Police Representatives Report

There were no Police Representatives present at the meeting and there was nothing to report.

Minute Number 1981/16/C – County Council Representatives Report

There was no County Council Representative present at the meeting and there was nothing to report.

Minute Number 1981/16/D – District Council Representatives Report

There was no District Council Representatives present at the meeting and there was nothing to report.

5. Minute Number 1982/16 - To consider a resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the Public.

Resolved: In view of the confidential nature of the business to be transacted, it was advisable in the public interest, that the press and public be temporarily excluded from the Meeting.

6. Minute Number 1983/16 - Internet Banking – Previously reported under minute number 1945/16, 1957/16

Resolved: Findern Parish Council agreed that the Authorised user of the online banking described in the application being the Clerk can access the business accounts of Findern Parish Council in accordance with the Nat West online banking and telephone banking terms. Findern Parish Council agreed for and on behalf of the business to be bound by the terms. By signing the forms to add the Clerk to the bank mandate and to the online bank mandate Findern Parish Council also agreed that if two or more are named as signatories in respect of any account, the bank is authorised, when providing Nat West online banking or telephone banking, to accept and act upon verbal and electronic instructions authorising account withdrawals given by any one of the persons named as signatories. Findern Parish Council also agreed that personal information about partners/officials provided to the bank may be used as described in the Data Protection Section on the first page of the application form.

7. Minute Number 1984/16 - Update on the purchase of Stanhope Hole and Stanhope Wood – Previously reported under minute number 1416/15, 1638/15, 1655/15, 1683/15, 1699/15, 1716/15, 1747/15, 1765/15, 1782/15, 1782/15, 1785/15, 1909/16, 1946/16, 1958/16

The Clerk Reported that she had received an email from the Solicitor and the Barrister was looking at the case file to be able to advise further. The Barrister requires a copy of the Valuation.

Resolved: The Chair to email a copy of the Valuation to the Clerk to forward onto the Barrister.

The Clerk reported that the Tree Preservation Order had been confirmed and was now in place.

8. Minute Number 1985/16 - Voluntary Awards – Previously reported under minute number 1782/15, 1782/15, 1785/15, 1910/16, 1947/16, 1959/16

Resolved: It was agreed that a separate meeting needed to be arranged for the Award Ceremony.

Resolved: Findern Parish Council agreed that the date should be 01.07.2016 at Findern Village Hall commencing at 7pm.

Resolved: The Chair to book Findern Village Hall for the Award Ceremony to be held on 01.07.2016 if possible, if not the following week to be booked but 01.07.2016 was the preferred date.

Resolved: Findern Parish Council agreed to do light refreshments, wine and soft drinks and canapés.

Resolved: The Clerk to contact Butler's Pantry to see what canapés they do and how much they would charge per head.

Resolved: It was agreed that all Councillors should be in attendance on the nights.

Resolved: It was agreed that the Chair would obtain a fee for attendance on the night.

Resolved: Findern Parish Council agreed that the Nominees should be invited with the option to bring one guest.

Resolved: The Clerk to draft some sample certificates for approval at the May 2016 Parish Council Meeting.

9. Minute Number 1986/16 - Future of the Parish Rooms – Previously reported under minute number 1949/16, 1961/16

Cllr B Goodall gave an appraisal of the responses received to date to the questionnaire as follows:

Therefore Findern Parish Council would like your input and comments to help decide the Future of the Findern Parish Rooms.

1) Do you consider the Findern Parish Rooms to be an important community asset for the village?

Yes

No

2) Do you consider the Findern Parish Rooms to be an important facility for the village?

Yes

No

3) Have you hired or made use of the Findern Parish Rooms in the last 12 months?

Yes

No

4) Did the Findern Parish Rooms meet your expectations on that occasion?

Yes

No

N/A

5) If the Findern Parish Rooms did not meet your expectations can you please explain why?

Parking

Temperature

Lighting

Cleanliness

Other (please specify)

6) What improvements to the Findern Parish Rooms would encourage you to make more use of it?

10 Booking Form online

11 Website

5 Simplicity of the charging structure

Change of physical layout to the Parish Rooms (please state what)

7 Install media systems (projector, screen, pc, music centre etc)

7 Changes not required at all

Other (please specify)

7) Would you like to see the Findern Parish Rooms sold and the money from the sale used for something else in the village?

Yes 16

No 27

If yes (what would you like to see the money used for?)

PARISH ROOMS SURVEY

Q5 Why did Parish Rooms not meet expectations

Parish Rooms not big enough, also too long and thin

Poor ventilation and difficulty using projector and screen

Relatively poor acoustics, the separation of the meeting room and the kitchen and the proximity of the toilet to the kitchen

Q6 What other improvements would encourage more use

Use it as a Micro Pub with beer brought in from other small breweries (x12) The Parish Rooms could be let with the council getting a viable rent or lease fees and the village gets an asset which could help bring the community together.

Use as a micro pub upstairs and a cafe downstairs (like the Swan at Milton)

Use it as a tea room where people could meet - friendly, nothing too complicated (5)

More advertising, particularly on internet and local media (x10)

Q7 What should money be used for if Parish Rooms are sold

Long overdue improvements to Hillside Playing Field (football pitch and Tennis courts)

Create better facilities for the children (numerous residents made this comment)

General tidying of village particularly round Village Hall, The Green and Church car park

To support the Village hall and other projects for the benefit of the young and elderly of the village (if or when the pre school moves to the primary school the Village Hall will lose a major source of income)

More benches around the village, particularly on Hillside Playing Field

Provide public toilets in the centre of the village (Green or Lower Green area) for the benefit of visitors to the village – none now that The Wheel has gone and the only others are in locked premises.

Create more car parking spaces in the village

Install 30mph speed warnings at both ends of the village

To fund a project otherwise not affordable i.e. not just banked

New classroom at school

Changing Rooms for the playing field

New childrens' play facility in the centre of the village

Other comments or suggestions

Use volunteers to reduce cost of utilities, Maintenance and salaries.

Perhaps a prominent list of charges would encourage more use. It would be a pity to lose the Parish Rooms after all the work put in to renovate it

Many public amenities never break even and have to be subsidised, but this does not nullify the benefits of having the facility. (2)

No need for Parish Rooms as we have Village Hall and Brook Close community room

Hire the rooms out as a business venture

The Parish Rooms are an important part of the village identity and history (6)

Cost of utilities too high – investigate installation of solar panels - we might get a grant

Those using the Parish rooms should be expected to clear up after their meeting instead of paying a cleaner.

The Parish Rooms usage has reduced since the Parish Council took over from a management committee. Reinststate the management committee, advertise more, get rid of paid staff and use volunteers on a rota basis to clean the place. The heating does not need to be on all day apart from when temp is below freezing. Are the village green, KGV playing field, wildlife sites etc to be sold because they do not generate income ?

The Parish Rooms could be let to home office workers and small businesses (hairdressers, vets etc) for outreach services

Investigate Mickleover Old School where a mobile and play sessions visit weekly.

Parish Rooms could be rented out to a local business

Convert the Parish Rooms into a house let by the council

Convert the Parish Rooms into a holiday let

What does the Parish Council think the Precept should be spent on if not the Parish Rooms and Village Hall etc. They do not need to break even although money should be wasted.

Use the Parish Rooms for organisation providing public help/awareness such as a mental health drop in for the local area. This could be run by volunteers such as Derby Adult Learning Services

Resolved: Findern Parish Council agreed that there was no overwhelming majority either way as to what people wanted.

Resolved: Findern Parish Council agreed that leasing out the Parish Rooms to a local business needed further investigation along with further investigation into a micro pub.

Resolved: It was agreed for the Chair and Clerk to complete a fact finding exercise with all interested parties that wished to lease or purchase the premises and also to speak to the people interested in setting up a micro pub.

10. Minute Number 1987/16 - Date of the next Parish Council Meeting to be confirmed

The next meeting including the Annual Meeting of Findern Parish Council was confirmed as 12th May 2016 at the Findern Parish Rooms commencing at 6.15pm for the exempt part of the Monthly Meeting first followed by the Annual Meeting of Findern Parish Council at 7pm.

Signed.....Dated.....

**MINUTES OF THE FINDERN PARISH COUNCIL MEETING HELD ON THURSDAY 14TH APRIL
2016 AT FINDERN PARISH ROOMS COMMENCING AT 7PM**

Present:

Cllr M Goodall (in the Chair)

Cllr R Brook, Cllr Johnson, Cllr S Brook, Cllr Harrison, Cllr B Goodall, Cllr Smith and Cllr Rose

1 District Council Representative, 1 County Council Representative and 3 Members of the Public were in attendance.

AGENDA

1. Minute Number 1987/16 - To receive apologies for absence

Resolved: Apologies were received and accepted as follows:

- ***Cllr Woodhouse due to other work commitments.***

2. Minute Number 1988/16 - Variation of the Order of Business

There were no Variations to the Order of Business.

3. Minute Number 1989/16 - Declaration of Members Interests.

There were no Declarations of Members Interests.

4. Minute Number 1990/16 - Public Speaking – (10 Minutes)

Minute Number 1990/16/A – Public Speaking

Members of the Public raised the following matters:

The Wren Park Close sign was with a neighbour and waiting repair, SDDC are aware.

People were commenting in the Village Shop how nice the Village Green was looking.

The Parish Council were asked if they would replace the other 2 wildlife cameras from the Crime Reduction Fund.

The Parish Council were asked if members of the public could have an update on Stanhope Wood and Stanhope Hole.

A member of the public was in attendance to enquire if the Parish Council would rent the Parish Rooms to a private person to run a café or tea room from the premises.

Minute Number 1990/16/B – Police Representatives Report

There were no Police Representatives present at the meeting and there was nothing to report.

Minute Number 1990/16/C – County Council Representatives Report

Cllr Ford was present at the meeting and gave his report as follows:

He reported that there were a lot of concerns about the Community Transport Consultation, he urged everyone to comment to the consultation on the DCC website. Cllr Ford was informed that this consultation had been advertised in the Parish Council Newsletter along with the link to the consultation.

He reported that SDDC had received one million pounds from Sainsbury's to reduce food waste. The scheme was about saving people money.

He reported that Swadlincote were advertising for a new Town Crier.

He reported that there had been concerns over the red markings which were appearing around the village. He reported that this was related to land by the Services at the top of the A50 which had been earmarked for industry. The red markings were related to the survey of the area that was being completed. The Chair asked what the posts were for on Porters Lane, Cllr Ford replied that these were measuring heights.

He reported that the Marina was also having a survey completed by the same company, but made it clear that these were two separate projects.

Minute Number 1990/16/D – District Council Representatives Report

There was nothing to report.

5. Minute Number 1991/16 - To confirm the Minutes of the Monthly Findern Parish Council Meetings held on 10th March 2016.

Resolved: The Minutes of the Findern Parish Council Meeting held on 10th March 2016 having been circulated were approved and signed as a true record.

6. Minute Number 1992/16 - To confirm the minutes of the Meeting with Zoe Sewter held on 3rd March 2016

Resolved: The Minutes of the Meeting with Zoe Sewter held on 3rd March 2016 having been circulated were approved and signed as a true record.

7. Minute Number 1993/16 - Findern Parish Room Management

- a) Screen – Previously reported under minute number 1737/15, 1755/15, 1772/15, 1892/15, 1919/16, 1935/16, 1968/16

Resolved: Findern Parish council agreed not to purchase a screen at the moment and to take this item off the agenda for the time being.

- b) Parish Room Bookings on the website – Previously reported under minute number 1755/15, 1772/15, 1892/15, 1919/16, 1935/16, 1968/16

Resolved: Findern Parish council agreed for the Clerk to take this matter off the agenda.

- c) Cupboard around the boiler – Previously reported under minute number 1968/16

It was reported that the cupboard around the boiler had been completed to stop hirers changing it. We now needed to play around with the heating ourselves until we get the temperature correct and comfortable for everyone. Once this is completed we will then take the valves off the radiators to stop hirers playing around with these.

- d) Historical Archive

Resolved: Findern Parish council agreed for the Clerk to take this matter off the agenda.

8. Minute Number 1994/16 - Chairman's report

There was nothing to report.

9. Minute Number 1995/16 - Report of the Parish Clerk

- a) Village Pump – Previously reported under minute number 1621/15, 1638/15, 1655/15, 1683/15, 1699/15, 1716/15, 1739/15, 1757/15, 1774/15, 1894/15, 1921/16, 1937/16, 1970/16

It was reported that the planting scheme needed to be agreed.

The Chair had spoken to Bill Bailey re the pump and he was going to have a look at building a proper top. Also a collar to anchor the handle so that there was less chance of the children playing around with it. It would also quote for rubbing the pump down and painting it.

Resolved: It was agreed for a trough to be purchased at a cost of £70.00

- b) Speeding traffic through the village and a speed activated sign – Previously Reported under minute number 1699/15, 1716/15, 1739/15, 1757/15, 1774/15, 1894/15, 1921/16, 1937/16, 1970/16

The Chair reported that she had written to Heather Wheeler MP in relation to the response received at the last meeting from DCC. Heather Wheeler MP was surprised with DCC response and would be taking the matter up with the Chief Executive, asking him to reconsider the decision that DCC had made with the fact that the Parish Council were prepared to purchase the signs themselves.

- c) Maypole and Well Dressing – Previously reported under minute number 1739/15, 1757/15, 1774/15, 1894/15, 1921/16, 1937/16, 1970/16

The Chair reported that the Well Dressing had been confirmed and would be going ahead.

Cllr Smith reported that Adel Smith had spoken to the School and they were happy to join in with this project. School do have a small Maypole which they currently use.

It was discussed that the Parish Council would now need to look at a way of taking this forward. The Parish Council had agreed in a previous meeting that they would not purchase a Maypole until a group of volunteers came forward.

Resolved: The Chair said that she would speak with Cllr Woodhouse in relation to obtaining prices for a Maypole.

- d) Tree to mark Queen Elizabeth's longevity- plaque for the Hornbeam Tree– Previously reported under minute number 1757/15, 1774/15, 1894/15, 1921/16, 1937/16, 1970/16

The Chair reported that a letter had been sent to Buckingham Palace in relation to the wording for the plaque. A letter had been received back confirming that the wording for the plaque had been agreed and Her Majesty the Queen had seen the letter and given full approval.

Resolved: It was agreed that Cllr Smith would contact Bennet's to see if they could make the plaque with the wording required and obtain costings

- e) Replacement posts on the Village Green – Previously reported under minute number 1921/16, 1937/16, 1970/16

Resolved: Findern Parish Council agreed to Woodgrow Horticulture Ltd collecting the new bollards from Tamworth and storing them, removing the old chains and posts, the disposal of the old posts, to hire a motorised earth auger, install the new posts, to supply 100 bags of postcrete, to dispose of all excess spoil, reattach the chains etc. for the sum of £1,700.00 plus VAT.

Resolved: Findern Parish Council agreed to look at the purchase of new chains against the cost to refurbish the old ones.

- f) Christmas Celebrations 2016 and the purchase of lanterns for Carol Singing – Previously reported under minute number 1921/16, 1937/16, 1970/16

The Chair reported that the company supplying the lanterns were out of stock at present, however they would order them in and let the Chair know when they were ready to collect.

- g) Recreational Activities for School Age Children – Previously reported under minute number 1921/16, 1937/16, 1970/16

The Clerk reported that she had spoken to SDDC in relation to the Youth Bus, however as it had been to Findern in the past but was not used enough it was not something that they would consider introducing back into the area.

The question was asked if a Youth Worker could be employed for Findern. The Clerk replied that the problem would be getting the volunteers to do this, making sure that they were CRB checked etc.

The Chair explained about a group of parents that were working hard to obtain plans to revamp the Hillside Playing Field. They had already had 3 site visits with Streetscape, Play Dale and Wicksteed, all Pay Equipment Companies were working on concept visuals and quotes, which should be received in the next few weeks. The group had also identified 3 potential pots of funding for this project, The Tesco Bags (Application opens on 18.04.2016), Awards for all and the Environmental fund. Abby Litting and Dawn Foote would be looking at the funding in more detail. The group also had a list of sites that had been recommended to them to visit and they would like to go and see these and do further research as to what other communities had achieved. The Chair had asked the group to let the Parish Council know when they go on the site visits, so that Councillors can also attend if they wished.

- h) Summer Picnic with music – Previously reported under minute number 1937/16, 1970/16

The Chair reported that all was going ahead, but she had been having difficulties with obtaining a booking form from Sparkles. Sam Price and Jess Kenton had been booked and the road closure had been requested.

Resolved: Posters will be completed to advertise the event and it will be highlighted at the Village Fete.

Resolved: The Clerk to complete the license forms and posts off as soon as possible.

- i) Inappropriate parking – Previously reported under minute number 1937/16, 1970/16

The Clerk reported that she had been informed that the car park to the rear of the Church was a matter for SDDC not DCC as first informed. The Clerk had now emailed the information to SDDC for this matter to be resolved.

The Chair reported that she had contacted DCC in relation to the signs on the grass verges in Willington. They had informed her that there was no bylaw for this and the signs were not enforceable. However householders could be billed for any damage caused to the grass verges. The Chair reported that she had been informed that it was illegal to drive over a grass verge but it was not illegal to park on a grass verge.

- j) Promotion of roll of Parish Council – Previously reported under minute number 1937/16, 1970/16

Resolved: Findern Parish Council agreed to purchase balloons, ribbon and gas for the balloons at a cost of £58.99 plus £3.85 delivery.

Resolved: Findern Parish council agreed a float of £10.00 to purchase extra balloons if required.

Resolved: Cllr Smith to obtain some balloon sticks if possible.

Resolved: A banner to be made up saying Findern Parish Council.

- k) Proposal to purchase and install a small slide on the King George Playing Field – Previously reported under minute number 1970/16

Resolved: Findern Parish Council agreed to purchase a cheese slide.

Resolved: Findern Parish Council agreed for Cllr Johnson to order the play equipment and arrange the installation as soon as possible.

l) Parish Council Website - Previously reported under minute number 1970/16
Cllr Rose said that she was happy to have a look at the Website and would arrange training with Devmac.

- m) Queen Elizabeth's 90th Birthday – Commemorative Medals for the Primary School Children - Previously reported under minute number 1970/16

The Clerk reported that the medals had been ordered and should be delivered by 19.04.2016.

- n) Visit to Findern Primary School - Previously reported under minute number 1970/16

Resolved: Findern Parish Council agreed for the Chair to arrange a date to visit the School with the Head Teacher.

- o) Approval of the amendments to the Standing Orders and Financial Regulations as per DALC Circular 5.

Resolved: Findern Parish Council approved the amendments to the Parish Council Standing Orders and Financial Regulations as per DALC Circular 05/2016.

- p) Request for permission to complete metal detecting on Parish Council Land (the Village Green and King George Playing Field

Resolved: Findern Parish Council agreed for the resident to complete metal detecting on the Village Green and on the King George Playing Field.

Resolved: The Clerk to inform the resident of where the time capsule is on the Village Green, so that this is not disturbed.

Resolved: The Clerk to inform the resident that if he finds anything, he is to inform the Parish Council so that it can be advertised in the Newsletter.

- q) Approval of quote to complete work on the trees on the Village Green once approval comes through from DCC

Resolved: Findern Parish Council agreed to go with the quote from Tim Atkinson at a cost of £400.00.

Resolved: The Clerk to chase Martin Buckley for the permission to complete the work as soon as possible.

The Chair reported that she had asked the Fete Committee to turn the Fete around, however this had been looked into and was deemed inappropriate.

It was reported that the Fete Committee had been informed that they were not to damage or trim back any of the trees on the Village Green and this had been reported in their minutes.

- r) Green Skip

Resolved: Findern Parish council agreed to hire a Green Skip for Saturday 05.11.2016. It was to be situated in the first car parking space at the rear of the Church.

Resolved: Findern Parish Council agreed for the Green Skip to be advertised in the next Newsletter.

- s) Stanhope Hole and Stanhope Wood TPO update

The Clerk reported that the Tree Preservation Order had now been confirmed as in place.

- t) Camera for Common Piece Lane

The Clerk reported that she had ordered the Camera which should arrive in time for the May 2016 Parish Council Meeting.

- u) Extra bench for the King George V Playing Field

Resolved: It was agreed that the Councillors would have a look at the area to see if another bench was required. A decision would then be made at the May 2016 Parish Council Meeting.

10. Minute Number 1996/16 - Planning Matters for Decision

- a) 9/2016/0196 - 98 HEATH LANE FINDERN DERBY DERBYSHIRE DE65 6AR - THE ERECTION OF EXTENSIONS AND ALTERATIONS INCLUDING THE WIDENING OF THE EXISTING VEHICULAR ACCESS

Resolved: Findern Parish Council had no objections to the above planning application.

11. Minute Number 1997/16 - Reports from Councillor's that have attended any other Meetings.

- a) Toyota Community Liaison Committee

There was nothing to report.

- b) Village Hall

There was nothing to report.

- c) Findern Footpaths Group Meeting

Resolved: Cllr B Goodall was asked to update the Footpaths Group that Findern Parish Council were still fighting to secure Stanhope hole and Stanhope Wood.

Cllr B Goodall read out the Footpaths Group report as follows:

FINDERN FOOTPATHS GROUP MEETING - April 7th

The Payback Team have visited Findern twice in the last month and have undertaken 84 hours unpaid work for the community. Included in this is the clearing of bramble in Cote Close and wild flowers will be planted in the bare patches.

FPG members attended an Environmental Forum in Repton which comprised instructions on the compilation of risk assessments and the leading of groups at outdoor events. There was also instruction on the safe usage and storing of tools on outdoor events.

The Green Dog Walking Scheme was launched on March 26th at the Common Piece Lane venue, but the afternoon session on Hillside was cancelled due to the bad weather.

The wet weather has highlighted the need to complete the boardwalk along the towpath and FPG members will do this themselves so that it is ready for the summer.

The Teddy Bears Picnic will take place on Saturday April 30th and arrangements for this are well in hand. There will be a leaflet drop to advertise this event.

Due to members not being available on the proposed dates May 7th or 14th the dawn chorus walk will not take place this year. It was suggested that it may be possible to arrange a Bat walk later in the year.

Fun on the Green will be held on October 26th and amongst other things the Parish Rooms will be required for the day.

There was no further update on the Stanhope Wood or Stanhope Hole situation and FPG wondered whether the Parish Council could keep them informed of any progress.

As the due date for the next meeting is Ascension Day the meeting will take place on Wednesday May 4th at a venue to be confirmed (Brook Close or the Chapel) The Parish Rooms will not available on that date.

d) Other meetings attended

There was nothing to report.

e) Notification of forthcoming meetings

a. **Parish Members Briefing – Crime and Anti-Social Behaviour – What can be done to reduce ASB – on 11.05.2016 commencing at 6pm at the Council Chambers, Civic Way**

Resolved: The Chair and Cllr S Brook to attend on behalf of Findern Parish Council.

b. **Civic Council Meeting – 26.05.2016 commencing at 6pm at the Swadlincote Town Hall for the inauguration of the chair**

Resolved: The Chair said that she would let the Clerk know if she was able to attend at a later date.

12. Minute Number 1998/16 - Finance

Resolved: Findern Parish Council approved the following payments:

a) Items for payment

CHEQUE NO	PAYEE	DESCRIPTION	AMOUNT
002569 to 002572	Salaries, Tax and Nic's		829.64
002573	M Hodgkinson	Parish Room Maintenance	128.00
002574	Flint Bishop Solicitors	Legal Fees	728.40
002575	Watson and Watson	Risk Assessment work	1,914.00
002576	Signs Express	Sign on the Village Green	81.05
002577	Elliot Mather Solicitors	Legal Fees	896.00
002578	Sure 24 Ltd	Camera Common Piece Lane	118.00
002579	O Heap & Son Ltd	Fire Testing	256.80
002580	N Froggatt	Fuel for the mower	11.19
002581	Woodgrow Horticulture Ltd	Tree and Tree Guard	480.00
002582	Go Digital Print	Printing	431.60

b) **Asset Register for approval**

Resolved: Findern Parish Council approved the Asset Register as of 31.03.2016.

c) **Section 1 – Annual Governance Statement 2015/2016 for approval**

Section 1 - The Annual Governance Statement sets out Findern Parish Councils responsibility for ensuring that there is a sound system of Internal Control, including the preparation of the accounting statement.

Therefore Findern Parish Council Members are asked to confirm that the Annual Governance Statement for 2015/2016 fairly reflects the corporate governance arrangements in place for Findern Parish Council in relation to this matter.

Findern Parish Council Members are asked to confirm that, to the best of their knowledge, the Council's corporate governance arrangements as set out in Section 1 of the Annual Governance Statement 2015/2016 were correct as follows:

- Box 1 – Findern Parish Council have put in place by way of approved Financial Regulations and an Internal Control Policy, arrangements for effective financial management during the year and have prepared its accounting statement in accordance with the Accounts and Audit Regulations.
- Box 2 – Findern Parish Council have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness and made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
- Box 3 – Findern Parish Council have taken all reasonable steps to assure themselves that there are no matters of actual or potential non-compliance with laws, regulations or proper practices that could have a significant financial effect on the ability of Findern Parish Council to conduct its business or on its finances. Findern Parish Council has only done what it has the legal power to do and has complied with proper practices in doing so.
- Box 4 – Findern Parish Council provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. Findern Parish Council gave all persons interested, the opportunity to inspect and ask questions about Findern Parish Council's accounts.
- Box 5 – Findern Parish Council carried out an assessment of the risks facing them and took appropriate steps to manage those risks, including the introduction of internal controls and external insurance cover where required. Findern Parish Council considered the financial and other risks it faces and had dealt with them properly.
- Box 6 – Findern Parish Council maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. Findern Parish Council arranged for an internal competent Auditor, independent of the financial controls and procedures, to give an objective view on whether internal controls met the needs of Findern Parish Council.

Under the Accounts and Audit Regulations 2015, The Findern Parish Council Clerk/RFO and Proper Officer is obliged to carry out a review of the effectiveness of its internal controls and Financial Regulations and to report the matter to the Council.

There is also a requirement to conduct a review of the effectiveness of Findern Parish Council's system of Internal Audit and formally report accordingly.

The Financial Regulations under which Findern Parish Council's internal controls operate, which were approved and adopted at the Findern Parish Council Meeting Annual Meeting in May 2015, are required to be reviewed by the Clerk/RFO at least annually. As the Clerk/RFO/Proper Officer and advisor to Findern Parish Council on its financial issues, I recommend that no changes are required at this time:-

In relation to the effectiveness of the system of internal audit. Findern Parish Council has appointed a qualified Auditor to act as its independent internal auditor. The role of the internal auditor is to assist Findern Parish Council in fulfilling its responsibility for the prevention and detection of fraud, corruption, errors and mistakes. It is for Findern Parish Council to determine the level of internal audit required based on the internal controls in place which were approved and adopted at the Findern Parish Council Annual Meeting held in May 2015. Currently the internal auditor undertakes an internal audit after the end of the financial year. Amongst other things he reviews the internal

controls and ensures that Findern Parish Council has complied with its own Financial Regulations. As Clerk/ RFO and Proper Officer I provide quarterly bank reconciliation to the Internal Auditor together with copies of bank statements. All payments are approved by Findern Parish Council and all invoices are available for inspection by the Council at their meetings. Cheques are signed by 2 members of the Parish Council and countersigned by the Clerk/RFO. The internal auditor produces a written report for the Council after the internal audit and highlights any deficiencies in the internal controls, or provides a clean bill of health.

As your Clerk/RFO and Proper Officer I am happy with these arrangements and would not wish to change them as it provides both Findern Parish Council and myself with an element of security. I am therefore satisfied with the effectiveness of Findern Parish Council's system of Internal Audit..

- Box 7 – Findern Parish Council took appropriate actions on all matters raised in reports from the internal and external audit and responded to any matters brought to its attention by the internal and external audit.
- Box 8 – Findern Parish Council have considered any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, which may have a financial impact on Findern Parish Council, and, where appropriate have included them in the accounting statement. Findern Parish Council have disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
- Box 9 – Findern Parish Council is no longer the Sole Managing Trustee of Findern Village Hall so there are no longer any responsibilities to meet.

Resolved: Findern Parish Council agreed that they accepted the answers in Section 1 of the Annual Governance Statement for 2015/2016 as above.

d) Approval of the accounts from 01.04.2015 to 31.03.2016

Resolved: Findern Parish Council approved the unaudited accounts from 01.04.2015 to 31.03.2016.

e) Section 2 – Accounting Statement 2015/2016 for approval

Resolved: This matter was deferred to the May 2016 meeting for approval as the final bank statement had not yet been received, so the Clerk could not yet complete this part of the form for approval.

f) Review of the Parish Council Insurance – currently with Aon, obtain quote from Zurich

Resolved: It was agreed that the Clerk would obtain a quote from Zurich Insurance company if possible for the May 2016 Parish Council Meeting.

13. Minute Number 1999/16 - Items for discussion

There was nothing to report.

14. Minute Number 2000/16 - Items for Information

Resolved: Findern Parish Council noted the following information:

- a) SDDC – Press release – National Forest Walking Festival 2016 unveiled
- b) Clerks Direct Magazine – March 2016
- c) SDDC – Press release – Council Tax rate for 2016/2017 is set
- d) SDDC – Press release – Council votes not to support devolution proposal
- e) SDDC – Press Release – Business start-up loans under the spotlight at workshop

- f) HM Queen Elizabeth 90th Birthday Commemorative Medals for Schools and Councils
- g) Peak District Neighbourhood Planning Roadshow Wednesday 23.03.2016 5pm to 9pm, The ABC Bakewell
- h) DCC – It's your Blue Badge – If your face isn't on it Don't use it
- i) SDDC – Press release – Fly the flag for the commonwealth 14.03.2016
- j) Chesterfield Borough Council – 30th Anniversary – Tinnitus Support Conference 16.04.2016, at the Winding Wheel, 13 Hollywell Street, Chesterfield, S41 7SA commencing at 10am
- k) SDDC – Press release – Online billing guide to make Council Tax simple
- l) SDDC – Press release – Still time to sign up for the Sport Relief Mile
- m) Teamwork – Liberation Day 2016, Gresley Old Hall, Register for tickets 01283 595795
- n) SDDC – Press release – Liberation Day invite to dancing queens (and Kings)
- o) SDDC – Press release – Wedding Fair creating a real buzz.
- p) SDDC – Press release – Get your dog microchipped plea
- q) SDDC – Press release – Meaty treat as farmer's market returns
- r) Swadlincote Festival of Transport – Sunday 15.05.2016 10am to 4pm
- s) SDDC – Jobs, Training and Skills Fair 28.04.2016 10.30am to 12.30pm
- t) Teamwork – Liberation Day 2016 18.05.2016 10am to 2.30pm Gresley Old Hall – To register for tickets call 01283 595795
- u) The Glade at Rosliston Forestry Centre – The Tale of Roger Rabbit – 02.06.2016, shows 11am 1pm and 3pm all tickets £5.00 under 2's free tel: 01283 563483
- v) The National Forest – The National Forest Walking Festival 14th -26th May 2016
- w) Swadlincote Wedding Fair 2016 – 03.04.2016 10am to 4pm Swadlincote Town Centre
- x) SDDC – Press release – Sweet taste of success for food business
- y) SDDC – Press release – Chairman makes a pit stop to toast engine manufacturer's success
- z) SDDC – Press release – Derbyshire Police and Crime Commissioner Elections

15. Minute Number 2001/16 - Derbyshire Association of Local Councils

Resolved: Findern Parish Council noted the following information:

aa)Circular 05/2016

- DALC Update on Public Contracts Regulations 2015
- CiLCA 2016/17 – Certificate in Local Council Administration
- Employment Council News
- Community Transport Funding
- Internal Audit & Check List
- Clerk & RFO template – DALC requirements when advertising vacancies
- Vacancies

bb)Circular 06/2016

- Governance and Accountability for Smaller Authorities in England
- Section 137 Expenditure Limit 2016/17
- Local Council Audits 2015/16
- New External Audit Regime for Smaller Authorities (from 1 April 2017)
- National Living Wage
- DALC Spring Seminar
- An Introduction to Neighbourhood Planning
- Vacancy

cc) Circular 07/2016

- DALC Training Circular

16. Minute Number 2002/16 - Date of the next Parish Council Meeting to be confirmed

The next meeting including the Annual Meeting of Findern Parish Council was confirmed as 12th May 2016 at the Findern Parish Rooms commencing at 6.15pm for the exempt part of the Monthly Meeting first followed by the Annual Meeting of Findern Parish Council at 7pm.

Signed.....Dated.....