

**DOLTON PARISH COUNCIL**  
**MINUTES OF THE ANNUAL GENERAL MEETING**  
**held on Monday 9th May 2016 in Dolton Village Hall @ 7.30pm**

**Present:** Cllr J Lock (Chairman), Cllrs R Dunn, C Giles, J Rolls, A Haynes, M Grigg, N Walker, S Martindale, the Clerk, and 3 members of the public

**Apologies:** Cllr R Lock (ward councillor)

**13(16/17) Election of Officers**

**Chairman:** Cllr John Lock Proposed: Cllr Haynes, Seconded: Cllr Walker All agreed

**V/Chair:** Cllr Cynthia Giles Proposed: Cllr Dunn Seconded: Cllr Grigg All agreed

**14(16/17) Election of councillors with responsibility for:**

**Finance** – Cllr Hayne proposed Cllr Lock, seconded Cllr Giles

**Asset Inspections** – Cllr Rolls proposed Cllr Lock, seconded Cllr Giles

**15(16/17) Financial Statement for year ending 31<sup>st</sup> MARCH 2016**

The Clerk presented the income and expenditure accounts for the year ending March 31<sup>st</sup> 2016 and highlighted any significant changes from the previous year, a copy of which is attached to these minutes for reference. The Internal Auditor has signed off the accounts on the Audit return form.

**16(16/17). The Clerk's Administrative report to the Council**

The Clerk presented a report on the administration of the Council's affairs for the year ending 31<sup>st</sup> March 2016, a copy of which is attached to these minutes for reference.

**17(16/17). Nomination of representatives to Committees**

*a) Dolton Rangers AFC - Cllr N Walker*

*b) Village Hall – Cllrs Lock*

*c) Area Advisory Group –Cllrs Dunn*

Proposed by Cllr Rolls and Seconded by Cllr Giles with all in agreement

**18(16/17). Playing field charges**

It was agreed to keep charges for the playing fields at the 2015/16) fee level.

£10 for hire to organisations but commercial hirings to be negotiated individually; £80 per annum for Dolton Rangers AFC with a nominal rent of £5 per annum ground rent for the club house site and an agreement to pay 75% of water, sewerage usage. Dolton School Licence – a new agreement has been signed in 15/16 which sets the fee at £250 to be reviewed after 3 years. Proposed: Cllr Dunn, Seconded; Cllr Rolls with all in agreement

There being no further business the Chairman closed the meeting at 7.40 p.m.

Signed.....

Dated.....

9<sup>th</sup> May 2016

AGENDA ITEM NO 5

CLERKS REPORT ON ADMINISTRATION OF DOLTON PARISH COUNCIL AFFAIRS 2014/15

Accounts

5.1 A summary of income and expenditure and bank reconciliations has been circulated with explanatory notes.

Assets

5.2 A internal controls policy is in place and attached to this is a Register of Assets owned by the Council. Deeds of property owned are with solicitors Trowers & Hamlins LLP, The Sennate, Southernhay Gardens, Exeter EX1 1UG

Borrowings

5.3 At close on 31/3/2016 the Council had no outstanding borrowings

Leases

5.4 At the end of the year the council had entered into no new leases

Debts

5.5 At close of business on 31/3/16 the Council had no debts outstanding

Tenancies

5.6 The football club pays a nominal rent of £5 per annum ground rent for the changing rooms. The playing field is rented by Devon County Council for use by Dolton Primary School for £250/per annum. A new lease has been signed during 15/16.

Donations

5.7 During the year the following grants/donations were made:-

Friends of Dolton 1 <sup>st</sup> Responders, vehicle maintenance	£300.00
1 <sup>st</sup> Dolton Scout Group – outdoor equipment	£300.00
St Edmunds parochial church council –churtyard maintenance	£300.00
Torrige, Mid, North, West Devon CAB	£200.00

Website.

5.8 To meet the requirements of the new Local Government Transparency Code The Parish Council website has been expanded. This will now display :- Agendas and minutes of meetings, details of items of spending over £100, end of year accounts as per the Annual Return, the annual governance statement as per the Annual Return, bank reconciliation statements, internal Audit Report as per the Annual Return, names of Councillors, their responsibilities, and which committees and outside bodies they are put onto by the Council, list of Assets(land and buildings).

Many other useful pieces of information are also available on the website.

# DOLTON PARISH COUNCIL

## SUMMARY OF INCOME AND EXPENDITURE 2015/16

INCOME		EXPENDITURE	
14/15	15/16	14/15	15/16
£	£	£	£
12,781.00	12,961.01	3,505.80	3624.02
		clerk salary	
		clerk/office	
1,172.00	944.99	434.74	431.26
		expenses	
227.04	-	112.00	132.00
		village hall hire	
250.00	250.00	255.50	3487.11
		*repairs	
		village	
5.00	5.00	1,985.32	1696.77
		maintenance	
874.00	906.00	1,502.76	59.72
		sww	
1,136.44	122.76	1,954.90	2835.50
		grass cutting	
1,682.24	1.19		play equipment
-	-	374.98	1025.65
		misc	
7.60	8.32	100.00	100.00
		audit	
113.20	82.77	2,274.00	1100.00
		grants	
		20.00	49.23
		training	
		1,032.69	1049.77
		insurance	
		inspection	
		99.60	91.00
		contract	
		257.41	260.09
		subs	
		171.68	177.93
		vat	
<b><u>18,248.52</u></b>	<b><u>15,282.04</u></b>	<b><u>14,081.38</u></b>	<b><u>16120.05</u></b>
<b><u>TOTAL</u></b>	<b><u>TOTAL</u></b>	<b><u>TOTAL</u></b>	<b><u>-838.01</u></b>

notes

notes

\*fencing on playing field, plus restoration of war memorial - grant received 14/15 year (£1136), plus bus shelter roof a majority of which was TAP fund funded

BANK ACCOUNT RECONCILIATIONS

**NATWEST CURRENT ACCOUNT NO. 51507971**

Balance brought forward 01/04/15		<b>8381.86</b>	
Plus current account receipts		15190.95	
Deduct current account payments		16120.05	
<b>BANK STATEMENT 31/3/16</b>	8045.69		
Less unrepresented cheques		592.93	
	885	10.00	
	886	195.00	
	887	117.00	
	888	24.10	
	889	16.00	
	890	144.00	
	891	36.00	
	892	12.83	
	893	38.00	
TOTAL Balance to carry forward		<b><u>7452.76</u></b>	<b><u>7452.76</u></b>

**NAT WEST BUSINESS RESERVE ACCOUNT  
51538520**

balance brought forward 1/4/15		20821.61	
interest		8.32	
balance as per statement 31/3/16		20829.93	<b><u>20829.93</u></b>

**NAT WEST LIQUIDITY MANAGER 95 DAY ACCOUNT NO 51573148**

balance brought forward 1/4/15		41230.71	
interest		82.77	
balance as per statement 31/3/16		41313.48	<b><u>41313.48</u></b>

**TOTAL** **69596.17**