



Langar cum Barnstone Parish Council

Clerk:
Mrs Claire Pegg
6 Park Road
Barnstone
Nottingham
NG13 9JG

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Dear Councillor,

You are hereby summoned to attend the Parish Council meeting to be held on **Thursday 17th March 2016 commencing at 7.30pm at Barnstone Village Hall, Main Road, Barnstone**

CJ Pegg

Claire Pegg Parish Clerk Dated: Thursday 10th March 2016

A G E N D A

- 1 Declaration of Interests
- 2 Apologies for absence
- 3 Approval of Minutes of the Meeting held on 18th February 2016
- 4 Matters Arising *(for information only)*
- 5 Public Open Session
- 6
 - a) Police reports –
 - b) Borough/County Councillor Reports
- 7 Community Field, including:
 - a) Boundary planting by TCV & Langar School Eco Group
- 8 Langar & Barnstone Village Hall including:
 - a) Rear boundary line enforcement
 - b) Proposal to insulate hall
 - c) Proposal for New Heaters
- 9 Parish Warden reports
- 10 **PLANNING**
 - a) Planning Notifications received:
No notifications received to date
 - b) Planning Applications received:
 - 1 REF: 16/00162/LBC Bottom House Farm, Cropwell Road, Langar
Replace ground floor windows with new hardwood, single glazed windows
 - 2 REF: 16/00124/FUL Bottom House Farm, Cropwell Road, Langar
Retrospective application for upgrading existing access track with stone

11 FINANCE

- a) **Financial Statement and bank reconciliation:** (*reports attached at Appendix 1 & 2 for information*)

- b) **Accounts Paid prior to meeting:**
Appendix 3 attached

- c) **Accounts for Payment at meeting:**
Appendix 4 attached

- d) **Report on Village Hall Accounts** (*report attached at Appendix 5*)
 - 1) **2014/2015 Accounts**
 - 2) **Recommendations for future Financial Management**

Matters for consideration

- 12 **Renewal of NCC Lengthsman Contract:**
- 13 **Review of Health & Safety Policy,** (*document attached for information at Appendix 6*)
- 14 **Update on Unicorns Head:**
- 15 **Annual Parish Meeting 21st April:**
- 16 **Ownership of Coach Gap Lane:**
- 17 **Councillors' reports:**
- 18 **Correspondence including:**
- 19 **Date of next meeting:**

Members of the public are welcome to attend all Parish Council meetings. There is a 15 minute Open Session at the start of each meeting, for residents to raise items of interest or ask questions.

A full set of meeting papers is available on application to the Clerk, above, or at www.langarbarnstone.com

Langar cum Barnstone Parish Council

Bank Reconciliation at 29/02/2016

Cash in Hand 01/04/2015			41,365.89
ADD			
Receipts 01/04/2015 - 29/02/2016			48,054.16
			89,420.05
SUBTRACT			
Payments 01/04/2015 - 29/02/2016			30,707.62
A Cash in Hand 29/02/2016			58,712.43
(per Cash Book)			
Cash in hand per Bank Statements			
Cash	29/02/2016	100.00	
TSB Current Account	29/02/2016	48,622.90	
TSB Deposit Account	29/02/2016	10,049.53	
			58,772.43
Less unpresented cheques			
As attached			60.00
			58,712.43
Plus unpresented receipts			
As attached			0.00
B Adjusted Bank Balance			58,712.43

A = B Checks out OK

Langar cum Barnstone Parish Council
NETT POSITION BY COST CENTRE & CODE

Cost Centre & Name

2 CHURCHYARD		<u>Balance B/Fwd.</u>	Receipt		Payments		Current Balance Budget
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	
20	CHURCHYARD	0.00	0.00	0.00	500.00	500.00	0.00
21	CHURCH CLOCK	0.00	0.00	0.00	100.00	120.00	-20.00
		£0.00	0.00	£0.00	600.00	£620.00	-20.00
3 BARNSTONE VILLAGE HALL		<u>Balance B/Fwd.</u>	Receipt		Payments		Current Balance Budget
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	
30	VILLAGE HALL EXPENSES	0.00	0.00	0.00	1,740.00	2,699.34	-959.34
31	VILLAGE HALL EQUIP	0.00	0.00	0.00	1,000.00	1,299.41	-299.41
32	VILLAGE HALL UTILITIES	0.00	0.00	0.00	0.00	2,846.13	-2,846.13
910	VILLAGE HALL	0.00	0.00	0.00	1,460.00	1,343.09	116.91
912	VILLAGE HALL INCOME	0.00	3,500.00	7,400.00	0.00	0.00	3,900.00
		£0.00	3,500.00	£7,400.00	4,200.00	£8,187.97	-87.97
4 VILLAGE AMENITIES		<u>Balance B/Fwd.</u>	Receipt		Payments		Current Balance Budget
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	
40	WAGES (LITTER PICKING)	0.00	0.00	0.00	1,460.00	1,221.09	238.91
41	LITTER PICK EQUIP	0.00	0.00	0.00	25.00	0.00	25.00
43	PARISH GROUNDS MAINT	0.00	0.00	355.08	600.00	980.00	-24.92
45	SPEEDWATCH	0.00	0.00	0.00	0.00	0.00	0.00
46	PARISH MAINTENANCE	0.00	0.00	0.00	540.00	819.94	-279.94
911	PARISH LENGTHSMAN	0.00	850.00	850.00	1,460.00	807.53	652.47
913	VILLAGES IMPROVEMENT	0.00	0.00	0.00	1,500.00	16.00	1,484.00
914	PARISH CRAFTSMAN	0.00	0.00	0.00	1,460.00	872.73	587.27
		£0.00	850.00	£1,205.08	7,045.00	£4,717.29	2,682.79
5 BARNSTONE PLAY AREA		<u>Balance B/Fwd.</u>	Receipt		Payments		Current Balance Budget
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	
50	PLAY EQUIP	0.00	0.00	0.00	200.00	249.50	-49.50
51	PLAY AREA GRASS	0.00	0.00	0.00	400.00	280.00	120.00
		£0.00	0.00	£0.00	600.00	£529.50	70.50
6 ADMINISTRATION		<u>Balance B/Fwd.</u>	Receipt		Payments		Current Balance Budget
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	
600	CLERK'S SALARY	0.00	0.00	0.00	9,000.00	9,280.08	-280.08
601	INSURANCE	0.00	0.00	0.00	1,100.00	505.44	594.56
602	SUBS/TRAINING	0.00	0.00	0.00	775.00	461.60	313.40
603	S137	0.00	0.00	0.00	1.00	25.00	-24.00
604	WEB SITE	0.00	0.00	0.00	250.00	273.31	-23.31
605	ROOM HIRE	0.00	0.00	0.00	200.00	193.00	7.00
606	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00
607	OFFICE EXPENSES	0.00	0.00	60.00	750.00	1,073.82	-263.82
608	TAXI VOUCHER SCHEME	0.00	0.00	0.00	300.00	695.00	-395.00
609	AUDIT FEES	0.00	0.00	0.00	400.00	400.00	0.00
610	CHAIRMAN'S ALLOWANCE	0.00	0.00	0.00	25.00	0.00	25.00
611	INVESTMENT INTEREST	0.00	0.00	3.06	0.00	0.00	3.06
612	PRECEPT	0.00	0.00	37,970.00	0.00	0.00	37,970.00
613	VAT REFUND	0.00	0.00	0.00	0.00	0.00	0.00
614	BANK CHARGES	0.00	0.00	0.00	0.00	0.00	0.00
615	LOAN REPAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00
616	DONATIONS	0.00	0.00	0.00	150.00	0.00	150.00
		£0.00	0.00	£38,033.06	12,951.00	£12,907.25	38,076.81

7 PROMOTIONAL ACTIVITIES		<u>Balance B/Fwd.</u>	Receipt		Payments		Current Balance Budget
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	
70	NEWSLETTER	0.00	100.00	195.00	700.00	719.48	75.52
71	LCB FESTIVAL	0.00	0.00	0.00	0.00	149.86	-149.86
72	COMMUNITY	0.00	0.00	200.00	50.00	267.13	-17.13
74	CUSHION CLUB	0.00	300.00	234.50	100.00	255.94	-221.44
		£0.00	400.00	£629.50	850.00	£1,392.41	-312.91
8 WORKS LANE FIELD							
<u>Code</u>	<u>Title</u>	<u>Balance B/Fwd.</u>	Budget	Actual	Budget	Actual	Current Balance Budget
80	FACILITIES	0.00	0.00	0.00	0.00	0.00	0.00
81	EQUIPMENT/MAINT	0.00	0.00	0.00	500.00	90.00	410.00
83	FOOTBALL FIELD	0.00	0.00	0.00	500.00	420.00	80.00
84	FIELD HIRE INCOME	0.00	780.00	715.00	0.00	0.00	-65.00
		£0.00	780.00	£715.00	1,000.00	£510.00	425.00
9 EARMARKED RESERVES							
<u>Code</u>	<u>Title</u>	<u>Balance B/Fwd.</u>	Budget	Actual	Budget	Actual	Current Balance Budget
901	ELECTION FUND	0.00	0.00	0.00	0.00	0.00	0.00
902	TRANSPORT FUND	3,000.00	0.00	0.00	0.00	0.00	3,000.00
905	YOUTH PROVISION	0.00	0.00	0.00	0.00	0.00	0.00
907	TAXI VOUCHER SCHEME	897.00	0.00	0.00	0.00	0.00	897.00
908	GENERAL RESERVE	16,262.00	0.00	0.00	0.00	0.00	16,262.00
		£20,159.00	0.00	£0.00	0.00	£0.00	20,159.00
NETT TOTALS		£20,159.00	5,530.00	£47,982.64	27,246.00	£28,864.42	60,993.22

**Langar cum Barnstone Parish Council
Health and Safety at Work Act 1974
Statement of Safety Policy**

1. Langar cum Barnstone Parish Council recognises and accepts its responsibilities as an employer for providing safe and healthy working conditions for all its employees and volunteers (including councillors)
2. The Council intends to take all reasonable steps within its power to meet this responsibility, paying particular attention to the provision and maintenance of:-
 - a. plant, equipment and systems or work designed and maintained to operate and function safely
 - b. arrangements for safe handling, storage and supervisory functions to enable all employees to avoid hazards and contribute positively to their own safety and health at work
 - c. sufficient information, instructions, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work
 - d. a safe place of work with safe access and egress
 - e. a healthy working environment and systems of work with expert advice as necessary
 - f. protective clothing and equipment where necessary
 - g. arrangements for the periodic survey of and report on work places and methods of working and the implementation of any corrective action necessary
3. As qualified officer (which may or not be a councillor) accountable to the Parish Council, the qualified officer assumes the day to day responsibility of ensuring the safety policy is reviewed, maintained and adhered to.
4. Health and safety will be kept under review by the Council.
5. Employees and volunteers are reminded that they have a duty to care for their own safety and that of other workers and other persons who might be affected by their activities and co-operate with the Council so as to enable it to carry out its own responsibilities successfully. The final level of responsibility is, however, that of each and every individual employee.
6. Employees and volunteers should:-
 - a seek advice on safety and health matters from the qualified officer
 - b comply with the instructions and procedures for safe working issued from time to time
 - c make proper use of protective clothing and safety equipment provided
 - d report immediately to the qualified officer any defects in plant, structures, equipment or safety procedures which come to their notice
 - e report promptly to the qualified officer any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or re-occurrence if incidents
7. Any matter which appears to contravene the above policy should be reported at once to the qualified officer, who will report as appropriate to the Council.
8. In the event of an accident it will be investigated by a panel of councillors selected from full membership in the same way as set out in Standing Orders for the Employment Grievance Panel. Any recommendations from the investigation will be passed to the qualified officer for implementation.
9. A copy of this statement will be issued to all Council employees and Councillors. It will be revised, added to or modified annually at the Parish Councils February meeting.

Adopted 15.4.10

10 March 2016

Report to Langar cum Barnstone Parish Council - Item 11d)

Langar cum Barnstone Village Hall Accounts 2014/2015

Background

The Parish Council, as Managing Trustee, recently assumed responsibility for the financial management of the Village Hall. It was agreed to appoint the Internal Auditor to the Parish Council, as Auditor for the Village Hall Accounts 2014/2015.

Audit

Following an examination of the accounts, the Auditor made the following recommendations:

- Regular Bank reconciliations should be made
- A Petty Cash account should be introduced
- The Village Hall's financial year should be brought into line with that of the Parish Council, (ie 1st April – 31st March)
- Simple accounting procedures should be introduced

Due to the number of irregularities, the Auditor felt unable to sign off the accounts on this occasion.

Examination of accounts

To ensure that the Village Hall accounts conformed to the Local Audit and Accountability Act 2014 and Local Government Transparency Code 2015 an examination of the accounts was made which resulted in the following recommendations.

Recommendations to Parish Council meeting 17 March:

- All invoicing to be tied in to Financial Year (ie 31/3-1/4)
- Regular monthly hirers – to be invoiced quarterly
- Regular multiple weekly session hirers - to be invoiced monthly
- Regular hirers over a specific period (eg term time) - to be invoiced per period
- Ad hoc hirers – to be invoiced at time of booking. Payment to be made in full.
- Duplicate receipt book required for cash payments
- Updated Year planner to be made available in Village Hall for use of prospective hirers and for invoicing purposes.
- Online calendar recommended