

Colgate Parish Annual Council Meeting 14th Jan. 2019 at Durrants Village Club House at 7:30pm.

Present

Councillors: Mrs. S Marley, Mrs. C Crosdil, S Davies, S Garley , Mrs. R Calvert and J Sired.

In Attendance: Mrs. B. Clayden (Parish Clerk), 7 members of the Public.

Minutes

Ageuk attended the meeting and explained its role within the local community. Leaflets were distributed.

1. Apologies for absence.

Cllr V Finnegan and Cllr Kitchen sent apologies which were accepted.

2. Declarations of Interest by Councillors on any matter on this Agenda.

None

3. Agree the minutes of the previous council meeting held on 12th November 2018 and Planning minutes on 21st November and 5th and 19th December.

All councillors agreed that the minutes were a true reflection of the meeting and the Chair duly signed them off.

4. Members of the public-invited to speak to the Council on any other matters of concern included in the agenda.

Members of the public raised concerns about the Britanniacrest application since there had been an appeal raised by Brtanniacrest. This would be discussed at the next planning meeting.

Several residents supported agenda point 7b to set up a Facebook page.

2 members of the public thanked the Parish Council for their hard work and dedication.

5. Updates from the County and District Councillors and Clerk on matters outstanding.

St Johns grant- The new community coordinator has contacted the Clerk and will investigate the circumstances of the £500 grant. No update.

Post box-The box located in Durrants village is now a public post box. The post office will not be installing another post box within the village.

Colgate noticeboard-Clerk has completed an insurance claims form for a replacement board. In the meantime, notices will be posted on the boards in Faygate and Kilnwood vale and the website.

6. Elections 2019

The Clerk has distributed details on the election procedure. Purdah will begin on 31st March.

7. Social Media and discuss name changes

a) Discuss change of Name- to lose 'Parish' from the title of the council.

Councillors agreed no change to the name which will remain Colgate Parish Council.

b) Discuss and agree whether Colgate PC should set up a Facebook page and on what status. (report sent to councillors)

All councillors agreed for the Clerk to set up and administer a closed Facebook page under the name of Colgate Parish Council. This is to be used initially as an additional facility for the posting of Council notifications etc.

c) Operation London Bridge- discuss whether Colgate PC want Vision ICT to black out the website in the event of the Queen's death (cost of £35 plus VAT)

All councillors agreed that the Clerk should make enquiries to HDC with regards to HDC/WSCC's current planned procedures in the event of the death of the Queen.

8. Transport

a) Update on speed reduction.

CLlr Garley confirmed that there would be a buffer zone between Roffey and Roffey Park of 40mph.

b) Update on new speed survey

WSCC will be undertaking a new speed survey on the south side of the Faygate roundabout.

c) Discuss the issues of safety and accessibility surrounding the A264.

Councillors raised their concerns over the accessibility for residents on the A264. The Clerk will arrange a meeting with the highways dept, so councillors can discuss their concerns with the highways manager.

9. Finance –

a) Bills paid

929- ageuk- grant	300.00
930-SLCC membership	122.00*
931-B clayden -mobile top up	10.00
932-salaries	955.29*
933-salaries	816.72*
934-netcom	27.00*

Total £2231.01

b)-Bills to be paid- approx.

WSCC Clerk Jan and feb	£1120
Clerks expenses	£100
Pension	£120
Litter Warden	£260

Litter warden mileage	£20
Salc- doc storage	£12
School hire	£75
Vision ict maintenance-website	£125
E mail costs per councillor	£288
Total (approx.)	£2120

All councillors agreed all the payments.

All councillors agreed the expenses of the Clerk and litter warden of £123.80

c) Balance outstanding

Reserve	£50.41
Balance current account 1-11-18	£21363.76
Un cashed cheques	£1894.01*

Receipts- £1000-returned grant cheque from St Saviours

Bank Rec compared to electronic accounts are reconciled as of 1st Jan19.

CLlr Davies signed the bank reconciliation off

e) Draft Budget19/20.

1 amendment was made to the general grant fund to reduce it from £4000 to £2500 to be working towards to balanced budget. It was noted that historically there has been no election costs. Speed gun to be held on the reserves list for now. Finalised budget attached.

All councillors agreed to the budget. Appendix 1

f) agree precept sum.

All councillors agreed to the precept sum of £21490 for 19/20. A 2% increase on Band D 18/19

g) Budget versus expenditure 18/19.

All councillors agreed the budget versus expenditure sheet.

The balance sheet can be found on the website

10. GDPR

a) Agree to adopt the Privacy policy, Retention Policy, and other associated documents previously distributed to councillors

All councillors agreed to adopt the above-named policies.

b) Discuss and agree whether each councillor should have a council e mail address- good practise. Cost of £4.00 per councillor per month.

All councillors agreed to invest in an email account for individual councillors. This decision will be reviewed January 2020.

c) What's next- investigate the cost of making the website more securer and confirming with GDPR-Info that Colgate PC is now GDPR compliant on completion of the above-mentioned actions.

All councillors agreed that the website provider should be contacted to understand whether the contact page can be removed which may remove the need to make the website more secure. If this is the case the Clerk can go ahead and contact Vision ICT and ask for the removal of the contact page on the website.

.

11. Training, consultations and other meetings.

None to report

12. Safety check report Inc. AED unit.

Nothing to report. Defibs have both been checked.

13. Overgrown trees in Colgate Village hall-

The Clerk to write to the village hall committee to request the trees/hedges to be cut back to afford some of the local community access to light.

14. Agree the next meeting - 11th February-Colgate, 11th March-Durrants Village, Faygate, April-Colgate (Annual Meeting), 13th May-Durrants, Faygate (Annual Council Meeting).

The meeting closed at 8.45pm.

Signed chair:.....date.....

Colgate Parish Council 2019/2020 Budget

Item Description	Sub Total	Total Budget Forecast	Comments
Forecast Annual Income			
HDC Council Tax Grant		£0.00	
Precept		£21,490.00	tax base is 1353.3- raised band d from 15.58 to 15.88 (2%)
Interest on Accounts		£0.04	
Refund of VAT From Prior Year		£1,000.00	from 18-19
Environmental Grant (Litter Control)		£870.00	assumed increase by circa 3%
	£23,360.04		
Forecast Annual Expenditure			
Clerk's Salary		-£7,000.00	assume council agrees the NJC for Clerk 19/20 LC1 22 (£11.22pr hr)
Clerks pension		-£1,500.00	
Clerk's Expenses (incl O/T for extra hours),mileage		-£1,200.00	mileage,office exp,(to cover additional hrs)
litter warden expenses-mileage		-£100.00	mileage,office exp,(to cover additional hrs)
Salary (Litter Control)		-£1,200.00	minus grant from HDC and increase to 4hrs per week. Assume min wage £9.00
WSCC Salary Admin		-£150.00	increased by 10%
Room Hire		-£100.00	school hirer
Insurance		-£350.00	constant last year of set price
Office Expenses		-£750.00	include £35 per month office ,litter warden equipment,stamps etc.....
Subscriptions		-£800.00	assume 5% increase
Street Lighting WSCC/Power		-£800.00	assume 10% increase
Councillor's/Clerk's Training		-£1,000.00	reduce 1000 from 1500

Councillor's Expenses		-£100.00	travel and £50 for chair's expenses
Audit Fees		-£400.00	assume 5% increase
VAT		-£1,000.00	
ICT -e mails and back up		-£750.00	inc £300 for council e mail. Assume 5%increase to cost
Website Annual Maintenance		-£350.00	assume 5%increase. £150 one off for increased security and £50 extra per year for the u
GDPR compliance		-£600.00	annual fee plus £500plus £100 contingency
contingency and asset maintenance		-£250.00	defib maintenance,salt bin maintenance,office equipment and white gates
election		-£1,200.00	take from reserves?
Grants			
general grant fund		-£2,500.00	assume continuation but at lower total amount for the year
Colgate Village Hall		-£750.00	
Faygate Village Hall		-£750.00	
Colgate PCC		-£750.00	
	-£24,350.00		
		-£989.96	

