

LEINTWARDINE GROUP PARISH COUNCIL

FULL COUNCIL MEETING

Thursday 24th September 2015

TO: ALL MEMBERS OF LEINTWARDINE GROUP PARISH COUNCIL:
Councillors Collins (Chair), Woolley (Vice Chair), Alker, Davidson, Evans,
Garner, Gorbett, Kirby and Vera-Sanso.

NOTICE OF MEETING

You are hereby summoned to attend the Meeting of Leintwardine Group Parish Council which will be held at the Reading Room, High Street, Leintwardine on Thursday 1st October 2015 commencing at 8:00pm at which your attendance is required.

Paul Russell

Paul Russell
CLERK TO THE COUNCIL

PUBLIC OPEN SESSION: Members of the public are invited to address the Council on any matters relating to the work of the Council or to raise any issues of concern. (Public Bodies (admission to meetings) Act 1960)

AGENDA

1. **APOLOGIES**
2. **DECLARATION OF INTEREST**
Members are reminded that at the start of the meeting they should declare any known interests in any matter to be considered, and also during the meeting if it becomes apparent that they have an interest in the matters being discussed.
3. **MINUTES**
The Minutes of the Council Meeting held on Thursday 3rd September 2015 need to be agreed and signed as a correct record.
4. **MATTERS ARISING**
To consider matters arising from the minutes that are not on the agenda.
5. **WARD COUNCILLOR**
To receive the monthly report from Ward Councillor Gandy.

6. PARISH COUNCIL VACANCIES

There are now SIX vacancies on the Parish Council following the most recent resignation. Confirmation has been received that all vacancies can now be co-opted on to the Council. Council is asked to consider an action plan to encourage people to consider standing.

7. PARISH MATTERS

(a) Leintwardine Youth Club – To note that Herefordshire Council has been informed of this structure and consider it to be posing a danger to the general public and a letter has been received under Section 77 of the Building Act 1984. The Council is not the owner of the Structure and this information has been passed on to Herefordshire Council. To date no further response has been received.

(b) Grounds Maintenance Contract – Please see the attached quotation received from DC Gardening Services for the next three years.

(c) Herefordshire Council Budget Consultation – To consider whether the Parish Council would formally submit a response.

(d) Environment Agency Meeting Update – The following update has been received from Mr Hughes, Herefordshire Council:

Apologies for the delay in responding to you. As promised, Richard Ball (Assistant Director) and I raised this at a meeting we held with the Environment Agency last month. The following briefing incorporates the outcome of that discussion, as well as our technical review.

In terms of roles and responsibilities, whilst the Environment Agency has permissive powers to carry out works on the River Teme, as a designated main river, they are not able to spend public money to prevent erosion unless a flood defence is threatened or overall flood risk is increased and the spend is economically justified. Herefordshire Council, as Highways Authority, can carry out works to prevent erosion if the integrity of a road is threatened. Such works would require approval from the Environment Agency as well as Natural England, due to the fact that the River Teme is designated as a Site of Special Scientific Interest (SSSI).

Initial assessments would indicate that the river bank is stable and so does not present an immediate structural risk to the carriageway. Subsequently we are not able to carry out bank-reinforcement in the short term. We can however and will continue to monitor the site on a regular basis. As and when the situation changes, we are more likely to be able to deliver a scheme to protect the highway.

The flooding of last year has highlighted the susceptibility of the county's highways to erosion by watercourses. Consequently, Balfour Beatty Living Places, on behalf of Herefordshire Council, are reviewing all highways that have the potential to be subject to such erosion. Given that the assessments indicate that the river bank is stable and does not present an immediate structural risk to the carriageway, it is considered the most appropriate form of action is to monitor this site. No further design work would be appropriate pending the outcome of the countywide review.

(e) Transparency Funding - Application forms for funding to equip parish councils with a turnover of less than £25k to comply with the Code have now been received. Applications for the first round of funding need to be returned

to me at the HALC office by 14th October, to enable funding to be released in November.

- (f) **Chair and Clerks Meeting** – This will take place on Wednesday 14th October 2015 subject to the availability of the Reading Room.

8. BURIALS & CEMETERY MATTERS

One interment of cremated remains has been carried out during September.

9. HIGHWAY MATTERS

To note that an open meeting to discuss speeding vehicles through the village has been arranged and will be held on Tuesday 20th October 2015 at 7pm in the Community Centre. Please see the attached quotation received to carry out traffic data collection in the village.

10. PLANNING MATTERS

- (a) **Planning** – At the time of publication no planning applications had been received from Herefordshire Council for consideration.

- (b) **Appeals** – To note that the appeal regarding P143146, The Todding, Leintwardine SY7 0LX commenced on 11th September 2015.

- (c) **Rosemary Lane Update** – To receive an update from the Steering Group.

- (d) **Neighbourhood Plan Update** – To receive an update if available.

11. LEINTWARDINE CENTRE/LIBRARY

Please see the attached report.

12. FINANCIAL MATTERS

- (a) **Accounts Outstanding** – Please see the attached Financial Statement for September 2015. To note that the second precept payment has been received from Herefordshire Council.

- (b) **End of Year Audit** – Please see the attached report

- (c) **Draft Budget 2016/17** – Please see the attached draft budget for 2016/17.

- (d) **Insurance Renewal** – To note that Council's insurance renewal is due. Cost is £354.80 but if Council wishes to enter into a 3 year contract this will reduce to £337.06.

12. DATE OF NEXT MEETING

The next meeting of the Council will be held on Thursday 5th November 2015 at 8pm in the Reading Room, High Street, Leintwardine.

LEINTWARDINE GROUP PARISH COUNCIL

FULL COUNCIL MEETING

Minutes of the Leintwardine Group Parish Council meeting held at the Reading Room, High Street, Leintwardine on Thursday 3rd September 2015 commencing at 8:00pm.

MEMBERS PRESENT: Councillors Collins (Chair), Woolley (Vice Chair), Alker, Davidson, Evans, Garner and Kirby.

ALSO PRESENT: Ward Cllr Gandy.

OFFICER PRESENT: Clerk to the Council.

PUBLIC OPEN SESSION

There were five members of the public present who raised the following matters:

- (a) Herefordshire Council Budget Consultation – This consultation was currently under way and could have significant ramifications regarding the library service throughout the County. Everyone was encouraged to respond and Cllr Gandy agreed to obtain hard copies of the questionnaire.

Consideration would be given by the Parish Council at its next meeting as to whether it would submit comments to the budget consultation as a Corporate Body.

- (b) The Sun Inn – Council received a request and report to list the Sun Inn as a community asset with Herefordshire Council. Following consideration and discussion it was proposed by Cllr Evans, seconded by Cllr Garner and **RESOLVED** to submit the request. It was further agreed to investigate other potential community assets for consideration.
- (c) Neighbourhood Plan Update – The following update was provided:
- The Steering Group was currently considering all the feedback received following the recent consultation undertaken and revising the draft plan accordingly;
 - A new objective to address climate change was to be included;
 - The assessment of potential development sites was still being considered and it was hoped that this would be completed by the next meeting;
 - The Steering Group was discussing how best to protect important views in and out of the village. The History Society was currently collecting photos of various views and the aim was to prioritise 3 or 4 important views to be protected in the Plan;
 - The Next Steering Group meeting would be considering the pre-submission draft of the plan.

- (d) Assessment of Speeding Vehicles – It was agreed to request a survey by Herefordshire Council to assess the number and speed of vehicles passing through the village as soon as practicable

34/15 APOLOGIES

Apologies were received and accepted from Cllrs Gorbett and Vera-Sanso.

35/15 DECLARATION OF INTEREST

The following Declaration of Interest was made:

- Cllr Kirby: Planning Application P151121

36/15 MINUTES

It was proposed by Cllr Evans, seconded by Cllr Woolley and **RESOLVED** that the Minutes of the Council Meeting held on Thursday 6th August 2015 be agreed and signed as a correct record.

37/15 MATTERS ARISING

There were no matters arising.

38/15 WARD COUNCILLOR REPORT

Ward Councillor Gandy presented her report which had been distributed with the agenda.

There had been an issue reported regarding flooding in the High Street which Balfour Beatty Living Places (BBLP) had indicated had been resolved but on inspection had not. The matter was now in hand.

There was still an unresolved matter as to whether to erect posts or mark the road with chevrons at The Todding.

39/15 PARISH MATTERS

- (a) **Leintwardine Youth Club** – Council noted that a wooden handrail had been provided to improve the safety of the steps leading down to the riverbank. Some work had been carried out to the youth shelter but there were still some concerns. It was agreed to request the Youth Club to undertake the remedial work outstanding which must include action to address the sharp ends of the willow and to make safe the steps up to the shelter.

Council was informed that the erection of the shelter had been classified as permitted development by the Herefordshire Planning Department.

- (b) **Community Governance Review** – The Parish Council was informed that a number of informal requests had been received by Herefordshire Council over the last few years to carry out a Community Governance Review.

Following discussion it was agreed to inform Herefordshire Council that Leintwardine Group Parish Council was satisfied with its current boundaries and Councillor numbers and did not wish to undertake such a review.

- (c) **P3 Scheme** – The Parish Council discussed the P3 footpath maintenance scheme and agreed that it would not pursue it further this financial year.
- (d) **Grounds Maintenance Contract** – The Parish Council **NOTED** that a revised grounds contract specification and Request for Quotation documentation was being developed and would be considered at its next meeting on 1st October 2015.

40/15 BURIALS & CEMETERY MATTERS

The Parish Council considered the Cemetery report. It was proposed by Cllr Alker, seconded by Cllr Kirby and **RESOLVED:**

- That the report be noted;
- That some remedial work would be carried out to the two main doors to allow access in the short term;
- That quotations to replace the existing kissing gate with a DDA friendly self closing gate be obtained;
- That advice be sought from the Conservation Officer regarding any permissions that may be required;
- That the following revised charges for Leintwardine Cemetery be adopted with immediate effect:

Type of Charge	Proposed Charge
Grant of Exclusive Right of Burial	£250
Burial of Child Under 16 Years	No Charge
Burial of Adult (over 16 years)	£250
Burial of Adult in Reserved Plot	£250
Burial of Ashes	£125
Scattering of Ashes	Discontinue
Type of Memorial	Proposed Charge
Headstone not exceeding 3'6" high x 3' in width	£100
Kerbset (including headstone and/or kerb)	£200
Cremation Tablet	£50
Additional Inscription	£25

41/15 HIGHWAY MATTERS

The Parish Council considered the Highways report. It was **AGREED:**

- That the report be noted;
- That a separate Open Meeting hosted by the Parish Council in October to discuss speeding through the Village. The Police would be invited to attend along with Mr Phipps who will give a presentation on the action taken in Middleton Village, Shropshire;
- To request a speed survey to be carried out by HfdC to record the number of vehicles that travelled through the village and the speed they travelled;
- That Cllr Gandy finds out what the cost would be to re-site the 30mph signage from their existing positions to Leintwardine Manor;
- That the advice of the Police also be sought.

42/15 PLANNING MATTERS

- (a) **Planning** – The Parish Council **AGREED** to submit the following comments to the planning applications received from Herefordshire Council:

Application: P151945
Location: The Barn, Clungunford, Craven Arms, SY7 0QB
Proposal: Certificate of lawfulness for existing occupation of the buildings.
Comment: No objection

Application: P152120
Location: 1 & 2 Farm cottages, Wetmore Onibury, SY7 9BH
Proposal: Proposed two storey rear extension and internal alterations to 1 Farm Cottages. One Storey rear extension and internal alterations to 2 Farm Cottages
Comment: No objection

- (b) **Rosemary Lane Update** – The Parish Council **NOTED** that advice had been received from Sarah Banwell regarding the appeal relating to this planning application. One option was to consider taking part in the appeal under Rule 6 but there were possible cost implications. Further investigation would be undertaken by the Rosemary Lane Inquiry Steering Group.

It was noted that a presentation would be provided by the Steering Group at the next Council meeting on 1st October 2015.

- (c) **Neighbourhood Plan Update** – This item had been considered under Public Open Session.
- (d) **P151121 Proposed Residential Development at Land off High Street (opposite Roman Close)** – The Parish Council noted that this application had been deferred due to a change in legislation which meant the application now required an S106 agreement. Consideration would need to be given to where the S106 funding needed to be directed.

43/15 LEINTWARDINE CENTRE/LIBRARY

The Parish Council considered the Library report. Following consideration it was proposed by Cllr Evans, seconded by Cllr Woolley and **RESOLVED:**

- That the report be noted;
- That the Parish Council continues to fund the rent of the library and the cost of the electricity;
- That the storage Room be rented at a cost of £10 per month;
- That negotiations continue with the Leintwardine Centre Committee to secure the Community Office to create a permanent Parish Council address;
- That consideration regarding the Reading Room and its use be deferred until a further meeting has taken place with the Leintwardine Centre Committee.

It was proposed by Cllr Woolley, seconded by Cllr Kirby and **RESOLVED** that the Deed of Surrender relating to the toilet be formally signed by the Parish Council to enable the final transfer to take place.

44/15 POLICIES

The Parish Council considered the revised policies tabled for consideration. It was proposed by Cllr Evans, seconded by Cllr Woolley and **RESOLVED** that the Revised Standing Orders be formally adopted.

It was proposed by Cllr Woolley, seconded by Cllr Evans and **RESOLVED** that the Revised Financial Regulations be formally adopted.

It was proposed by Cllr Alker, seconded by Cllr Evans and **RESOLVED** that the Revised Financial Risk Assessment be formally adopted.

45/15 FINANCIAL MATTERS

Following consideration it was agreed to pay all outstanding accounts for September amounting to £1,189.20 including VAT.

The balance at the bank of £14,461.67 in the current account, £7,671.06 in the Reserve Account and £19.01 in Petty Cash as at 2nd September 2015 was **NOTED**.

46/15 DATE OF NEXT MEETING

Council **NOTED** that the next meeting of the Council will be held on Thursday 1st October 2015 at 8pm in the Reading Room, High Street, Leintwardine.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 10.15pm.

CHAIR:

DATE:

LEINTWARDINE GROUP PARISH COUNCIL
3 YEAR CONTRACT FOR MOWING OF DESIGNATED AREAS 2016-2018

<u>Designated Areas</u>	<u>2016 Price</u>	<u>2017 Price</u>	<u>2018 Price</u>
Grounds Maintenance at Leintwardine Cemetery Fortnightly Visit	£115.00	4% increase on 2016 prices	4% increase on 2017 prices
Removal of rubbish from bins in Leintwardine Cemetery - Parish Council to supply blue Trade Waste Sacks Fortnightly Visit	£5.00	£5.00	£5.00
Mowing of designated area of grass down by River Teme (down steps) Fortnightly Visit	£45.00	4% increase on 2016 prices	4% increase on 2017 prices
Mowing/strimming of additional areas in the village - Village Green, Sawpit Bank and the Criftins Play Area Fortnightly Visit	£105.00	4% increase on 2016 prices	4% increase on 2017 prices

ALL THE ABOVE PRICES ARE SUBJECT TO VAT @ 20%

<u>Designated Areas</u>	<u>2016 Price</u>	<u>Projected Cost</u>
Grounds Maintenance at Leintwardine Cemetery Fortnightly Visit (16 visits)	£115.00	£1,840.00
Removal of rubbish from bins in Leintwardine Cemetery - Parish Council to supply blue Trade Waste Sacks Fortnightly Visit (26 visits)	£5.00	£130.00
Mowing of designated area of grass down by River Teme (down steps) Fortnightly Visit (16 visits)	£45.00	£720.00
Mowing/strimming of additional areas in the village - Village Green, Sawpit Bank and the Criftins Play Area Fortnightly Visit (16 visits)	£105.00	£1,680.00
<u>TOTAL</u>	-	<u>£4,370.00</u>

Traffic Data collection - AUTOMATIC SURVEY A4110 - LEINTWARDINE						
	Quantity	Unit	Rate	Plant rate	Total	Notes
Supervision cost	10	hr	20.71	0.00	207.10	Technician rate
Assistant for physical installation / removal	6	hr	16.4	0.00	98.40	Operative rate
Supervisor Mileage allowance	180	MI	0.45		81.00	includes viability visits &
Van for survey team	6	hr	0.00	6.32	37.92	safety visit
Costing / invoicing fee		Sum			30.00	
Sub Total					454.42	
<i>Traffic management allowance</i>						
	2	Sum			375.00	Establish/Recover
Sub Total					829.42	
Add fee				9.83%	81.53	
Grand Total					£ 910.95	

FULL COUNCIL

Date: 1st October 2015

Title: Library Report

Purpose of the Report: To provide Members with an update regarding matters relating to Leintwardine Library and Reading Room.

Contact Officers: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 That Council gives consideration as to which option it wishes to adopt with regard to the Library and Reading Room;
- 1.3 That a Task & Finish Group be set up to commence discussions with the Community Centre Committee regarding the Library and Reading Room.

2. INTRODUCTION

- 2.1 This report provides Members with background information relating to the three options for the rent and use of the Library and Reading Room. The options have been developed and submitted to Council for consideration by the VH&CC Committee.
- 2.2 In order to develop the Council's budget for 2016/17 an agreement needs to be reached regarding which option the Council wishes to enter into.

3. LIBRARY & READING ROOM

- 3.1 A briefing paper was submitted and considered by Council at its meeting in September. There were three options proposed:
 - LGPC given exclusive use of the store room off the Reading Room at the cost of £10 per month;
 - Three options are available regarding the Reading Room;
 - Existing at £750 per annum plus electricity to hire the room as and when required;
 - Free use subject to giving a grant of £1,000 per annum. LGPC would still need to hire the room as use would not be exclusive;
 - New lease of £1,250 per annum.
- 3.2 A meeting to discuss those options more fully was held with the Committee on 16th September 2015. Cllr Collins and the Clerk attended.
- 3.3 Option One (The Status Quo) is as follows:

- LGPC continues to meet the cost of the rent of the Library of £750 per annum;
- LGPC rents the storeroom at a cost of £10 per month totalling £120 p/a;
- The Reading Room is rented on a monthly basis at a cost of £15 per meeting. The Council holds 11 normal meetings per year so the total would be £165 per annum.
- Electricity charges will be met by the Council. Average annual cost is approximately £850.
- Based on the estimated costs above Council will need to budget a minimum of £1,035 plus a further £850 to meet the electricity charges.

3.4 Option Two is as follows:

- LGPC gives a grant of £1,000 to the Centre. This includes the £750 rent for the library room;
- Included in the sum above is the exclusive use of the storeroom;
- The Reading Room would be available for Council meetings within the £1,000 on 11 occasions per annum subject to availability.
- Electricity charges will be met by the Council. Average annual cost is approximately £850;
- Based on the estimated costs above Council will need to budget a minimum of £1,000 plus a further £850 to meet the electricity charges.

3.5 Option Three is as follows:

- LGPC leases the entire Library/Reading Room building from the Committee at a cost of £1,250. It is understood that the £750 rent for the library room will be paid to HC by the Committee from the £1,250 lease;
- Leasing the building would give Council exclusive use of all the facilities within the building including the Reading Room. This would increase the responsibility of the Council as it would have to manage it but would provide additional flexibility regarding the usage of the Reading Room;
- The Reading Room would then be available to be let by the Parish Council.
- All utility charges would be met by the Council. Average annual costs are being provided but it is estimated that they are approximately £1,500.
- However, on top of this business rates for the building would be payable and these would be approximately £2,200;
- Based on the estimated costs above Council will need to budget a minimum of £4,950 to cover all liabilities;
- On top of this general maintenance costs would need to be budgeted for;
- However there would be some income generation to help meet some of these costs through hirings etc.

3.6 Following discussion it is suggested that the Parish Council does not consider using the Community office as it can utilise the Reading Room and Store Room to carry out any business it needs to. This would be available whichever option above is adopted.

3.7 The Parish Council is the Custodian Trustee and does not provide any additional grant funding to the Committee.

- 3.8 It should be noted that the internet router will be relocated in the Reading Room thus providing public access to the internet. It will be available all the time and access codes will be made available.
- 3.9 It is suggested that a small Task & Finish Group is set up to commence discussions directly with the Community Centre Committee in order to fully understand both the opportunities and the liabilities for the Council in relation to each option outlined above.
- 3.10 The Task & Finish Group would report back to Full Council with a recommendation which could then be discussed and potentially adopted.

FULL COUNCIL

Date: 3rd September 2015

Title: Financial Statement

Purpose of the Report: To provide Members with the Council's Financial Statement up to 30th September 2015

Contact Officers: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 That payments made to date be ratified.
- 1.3 To note income received and current balances for the 2015/16 financial year.

2. INTRODUCTION

- 2.1 This Financial Report provides details of Leintwardine Group Parish Council's financial activities to date.
- 2.2 The report provides details of current balances held at the bank.
- 2.3 It should be noted that all account transactions detailed below include VAT where applicable. VAT is claimed back annually by the Group Parish Council under relevant legislation.

3. PAYMENTS MADE

- 3.1 Listed below is a summary of the payments made up to and including 24th September 2015:

PAYMENTS TO DATE	
Salaries	£1,336.00
Clerk Exp	£0.00
Chairs Allow	£100.00
Chair Exp	£0.00
Recruit	£0.00
Grants	£0.00
Cemetery	£300.52
Open Spaces	£1,766.00
Insure	£0.00
L Life	£184.00

Office	£0.00
Store	£0.00
Library	£375.00
Electric	£69.92
Room Hire	£30.00
Audit	£75.00
Subs	£432.31
Lenghtsman	£520.00
NDP	£147.45
Planning	£0.00
Misc	£0.00
VAT	£603.83
TOTAL	£5,940.03

3.2 The following payments are expected to be made at the Council Meeting:

DATE	PAYEE	SERVICE	CHEQUE	NET	VAT	TOTAL
01/10/2015	P A Russell	Salary	DD	£300.75	£0.00	£300.75
01/10/2015	HMRC Cumbernauld	PAYE/NI	DD	£75.00	£0.00	£75.00
01/10/2015	Leintwardine VH&CC	Hall Hire Jul 2016		£30.00	£0.00	£30.00
01/10/2015	Came & Company	Insurance 2015/16		£337.06	£0.00	£337.06
01/10/2015	Grant Thornton	External Audit		£150.00	£30.00	£180.00
01/10/2015	D C Gardening Services	Grounds Maintenance Sept 15		£0.00	£0.00	£0.00
01/10/2015	D C Gardening Services	Lengthsman Duties Sept 15		£0.00	£0.00	£0.00
		TOTAL		£892.81	£30.00	£922.81

3.3 Outlined below are the bank balances as at 23rd September 2015:

As at 23/09/2015	
BALANCES AT BANK	
PETTY CASH	
Opening Balance	£19.01
Expenditure	£7.56
Income	£0.00
Balance	£11.45

MM A/C	
Money Manager 05/08	£7,671.06
Interest Sept	£1.34
Balance as at 23/09/2015	£7,672.40

CURRENT A/C	
Current A/C	£14,085.92
Cemetery Income	£195.00

Agenda Item: 12(a)

Precept Income	£8,750.00
Expenditure	-£814.20
Balance as at 23/09/2015	£22,216.72
Outstanding Cheques	£0.00
Actual Balance	£22,216.72

FULL COUNCIL

Date: 3rd September 2015

Title: External Audit Report

Purpose of the Report: To provide Members with an overview of the external audit report that has recently been completed by Grant Thornton UK LLP

Contact Officers: Paul Russell

1. RECOMMENDATION

- 1.1 To note the report;
- 1.2 To recommend suitable action .

2. INTRODUCTION

- 2.1 Each year Leintwardine Group Parish Council is audited both internally and externally. Each audit report is considered by Full Council and actions recommended are implemented.
- 2.2 Leintwardine Group Parish Council is committed to being as open and transparent as possible and is developing its financial reporting to ensure that all relevant financial information is clear and easily understood.
- 2.3 The following report provides details of the comments received from the External Auditor and an action plan to address the issues highlighted.

3. EXTERNAL AUDITOR'S REPORT

- 3.1 The Annual External Audit for the year 2014/15 has now been completed by Grant Thornton UK LLP. The audit fee was £150.00 plus VAT.
- 3.2 The following matters were identified and the table below includes an action plan to address the issues raised:

ISSUE IDENTIFIED	ACTION
Late approval of Accounts: Regulations require that local councils approve Section 1 of the Annual Return by 30 th June. LGPC did not comply	Following 2015/16 financial year close on 31 st March 2016 every effort will be made to complete the end of year accounts and submit them for approval by the Council on Thursday 2 nd June 2016. If this is not achievable then a special council meeting will be called to take place no later than Thursday 30 th June 2015

The Council did not undertake a Risk Assessment during 2014/15	This has already been actioned by LGPC. It approved its Risk Assessment at its meeting on 3 rd September 2015
Petty cash had been previously omitted in end of year cash balance.	This was rectified and will be included in future as a matter of course.
Council Tax Support Grant	This was not separated. Grant of £1,141 was included. Will be rectified in 2015/16
Debtors incorrectly treated. Council operates a receipts and payments accounting system	This will be accurately reflected in the 2015/16 annual statement
Annual Return figures incorrect in boxes 2, 3, 7 and 8	These will be restated accurately prior to publication of the end of year accounts statement.
Fixed Assets recorded as zero. LGPC does have some assets including some community assets.	A review of Council assets to be undertaken prior to 2015/16 year end and this to be accurately restated in the end of year accounts statement.
Standing Orders and Financial Regulations out of date	These have now been updated and adopted at the LGPC meeting held on 3 rd September 2015

3.3 The provision of electors' rights will be changing for the 2015/16 audit. The following changes will need to be implemented:

CHANGES	ACTION
The inspection period must be a single period of 30 working days.	Ensure Council fits in with the timetable as required.
The inspection period must include the first 10 working days of July.	As above
Appointed external auditors no longer have the authority to set an appointed date.	N/A
Section 1 of the Annual Return must be approved and published before the first day of the inspection period.	This must be approved by Full Council before 30 th June 2016.
Dates for inspection must fall in with the following periods:	Earliest Dates: Friday 3 rd June and Thursday 14 th July 2016 Latest Dates: Friday 1 st July and Thursday 11 th August 2016. LTC to aim for: Full Council: Monday 27 th June 2015 Wednesday 29 th June and Tuesday 9 th August 2016

Outlined below is a draft budget that has been drawn up as a starting point for discussion. It should be noted that:

- The future of the Library will not be clear until the results of the current consultation has been assessed and Herefordshire Council has reached a decision on the future of library services throughout Herefordshire;
- Council has not as yet decided on the agreement regarding the Library and Reading Room;
- Although Herefordshire Council requests that a precept be submitted by the end of December 2015 legally Council does not have to comply until February 2016;
- LGPC has not yet discussed items it would like to include in its budget for 2016/17 including any capital projects such as constructing a new DDA friendly access into the Cemetery;
- The future of the Lengthsman Scheme and the P3 scheme are also subject to the outcome of the budget consultation;
- The Support Grant from HC is potentially going to be reduced but as yet there is no information available on this;
- The Tax Base for 2016/17 has not yet been set.

Draft Budget 2016/17

EXPENDITURE	Actual 2014/15	Budget 2015/16	Actual 2015/16	Budget 2016/17
Salaries	£5,141.88	£5,500.00	£961.00	£7,000.00
Clerk Expenses	£429.86	£500.00	£0.00	£400.00
Chairs Allowance	£100.00	£100.00	£100.00	£200.00
Chair Expenses	£123.95	£150.00	£0.00	£150.00
Recruitment	£150.00	£0.00	£0.00	£0.00
Grants	£60.00	£0.00	£0.00	£100.00
Cemetery	£1,973.07	£2,000.00	£300.52	£2,000.00
Open Spaces	£1,685.00	£1,700.00	£1,180.00	£2,400.00
Insurance	£354.80	£390.00	£337.06	£350.00
Leintwardine Life	£811.00	£850.00	£184.00	£850.00
Office	£0.00	£450.00	£0.00	£500.00
Storage	£0.00	£0.00	£0.00	£120.00
Library Rent	£750.00	£1,000.00	£375.00	£750.00
VH & CC Electric	£835.43	£2,000.00	£69.92	£850.00
Meeting Room Rent	£0.00	£0.00	£0.00	£0.00
VH & CC Misc	£22.99	£0.00	£0.00	£25.00
Audit	£160.00	£260.00	£0.00	£300.00
Subscriptions	£382.96	£400.00	£0.00	£500.00
Lengthsman Scheme	£1,910.25	£1,000.00	£0.00	£1,000.00
P3 Scheme	£0.00	£0.00	£0.00	£0.00
Neighbourhood Plan	£170.00	£1,000.00	£0.00	£0.00
Parish Plan	£1,770.79	£0.00	£0.00	£0.00
Planning	£1,781.06	£800.00	£0.00	£1,000.00
Miscellaneous	£60.75	£500.00	£0.00	£500.00

Agenda Item: 12(c)

Capital Projects (Cemetery Gate)	£0.00	£0.00	£0.00	£1,500.00
Contingency	£0.00	£0.00	£0.00	£500.00
	£18,673.79	£18,600.00	£3,507.50	£20,995.00
VAT	£689.13	£0.00	£0.00	£0.00
	£19,362.92	£18,600.00	£3,507.50	£20,995.00

	Actual	Budget	Actual	Budget
INCOME	2014/15	2015/16	2015/16	2016/17
Precept	£16,000.00	£16,364.00	£8,182.00	£0.00
Transitional Grant	£0.00	£1,136.00	£568.00	£850.00
Lengthsman	£1,910.25	£0.00	£0.00	£0.00
Cemetery	£1,300.00	£500.00	£835.00	£1,200.00
Wayleave	£54.11	£54.00	£0.00	£50.00
Interest	£0.00	£0.00	£0.00	£0.00
Planning Donations	£2,085.00	£0.00	£0.00	£0.00
Parish Plan Grant/NDP	£200.51	£0.00	£5,150.00	£0.00
Other	£105.90	£546.00	£0.00	£0.00
	£21,655.77	£18,600.00	£14,735.00	£2,100.00

Precept requirement	-£2,981.98	£0.00	£11,227.50	£18,895.00
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Tax Base		439.76		439.76
D Band		£37.21		£42.97
Percentage Increase				5.99%