Ulley Parish Council Meeting to be held at 7.00 pm on Wednesday 31st May 2017 at Ulley Village Hall.

Dear Councillor, 25th May 2017

You are summoned to attend the above meeting of Ulley Parish Council.

E Taylor, Clerk

AGENDA

A public session will commence prior to the formal Council meeting in accordance with paragraph 4.6 of the Council’s Standing Orders.

PART I NON–CONFIDENTIAL ITEMS

In accordance with Regulation 4(6) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, audio/visual recording and photography at Council meetings is permitted in accordance with the Council’s protocol “Filming of Public Meetings”.

1. To receive and consider apologies for absence.
2. To approve, sign and date the minutes of the Parish Council meeting held on 29th March 2017 - attached 1.
3. Declarations of interest and dispensations
   i. To receive declarations of interest from councillors on items on the agenda.
   ii. To receive written requests for dispensations for disclosable pecuniary interests (if any)
   iii. To grant any requests for dispensation as appropriate
4. To receive information on the following on-going issues and decide further action where necessary.

- Permissive footpath – attached 2
- Speed signs – attached 3
- Recreation Ground – The Lease has been sent to the three Ward members for comment. They have 21 days to reply. It will then be placed before the RMBC board in June.

5. Presentation by Wayne Munro-Smith – Love where you Live.


8. Planning update – No applications have been submitted, appealed or granted/refused.


10. Internal audit – Audit has been completed. No issues were raised. Audit papers are attached 7.


The last bank statement received shows £3,801.21 as at 26.04.17. £3,500 having been transferred into the savings account as agreed at the last meeting of the PC upon receipt of the precept on 21st April 2017 of £3,235.00. From that date the following payments have been made:-

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary (April)</td>
<td>£96</td>
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<tr>
<td>YLCA membership</td>
<td>£54</td>
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<tr>
<td>Internal Audit</td>
<td>£145</td>
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<td>Zurich Insurance</td>
<td>£616.07</td>
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<tr>
<td>Yorkshire water</td>
<td>£18.17</td>
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<tr>
<td>PAYE (May)</td>
<td>£24</td>
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<tr>
<td>Salary (May)</td>
<td>£96</td>
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</tbody>
</table>
The balance of the account as at today’s date stands at £2,751.97 as per the attached.

The savings account has a balance of £3,597.99.

The VAT return has been submitted but not yet paid.


   Verbal report to be provided by the Chair.

15. To receive an update on Halifax fund bids approved by the Halifax Estate – attached 11.

16. Area Assembly Co-ordinators meeting – Attached 12.

17. Communications received from the Chair – Attached 13.

18. Volunteers working with the PC – Attached 14.

19. To discuss urgent business items.

20. To agree the next meeting as 26.07.2017 at 7.00pm Ulley village hall.

PART II – CONFIDENTIAL ITEMS

That pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting for the consideration of reports on the following matters on the grounds that they involve the likely disclosure of exempt information as defined in the following Paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972, as amended, indicated below. The public interest in maintaining the exemption outweighs the public interest in disclosing the information for the reason given below:

Bids for Halifax Fund

It is considered that this item contains exempt information within the meaning of paragraph 3 of Schedule 12A of the Local Government Act 1972, as amended. It is further considered that the public interest in maintaining the
exemption outweighs the public interest in disclosing the information because it relates to financial and personal matters.

1. To approve, sign and date the minutes of the Confidential Parish Council meeting held on 29\textsuperscript{th} March 2017 – attached 1.
Minutes of the Parish Council Meeting held 29 March 2017
Village Hall – 7.00 pm

Present

Peter Hubbard (chair), Richard Steel (Vice Chair), David Wing, Richard Robson and Ian Stones

Clerk - Emma Taylor

Six members of the public (including local councillors).

Public Session

The Chair commenced the Public session by confirming the sad news that Andrew Mozley had passed away. Chair expressed condolences on behalf of the PC especially for all the work he had done for the village and the PC. The Chair asked the public if they had any contact details for the family so that we could write on behalf of the village. A member of the public confirmed they would be able to locate something.

Concerns were then raised by the public about the following items:-

- The state of the surface on Main Street was raised again. Chair confirmed that it is on RMBC website in the plans of roads to be improved in 2018. Discussion was also held as to whether Turnshaw Road fell within the plan. Chair confirmed that it did not and that it appeared to be classed as a minor road so would be covered by different funding. We need RMBC to clarify and Bob will do so.

- The state of the pavements in the village was raised. Chair confirmed that he had checked and they all comply with the current regulations and requirements so nothing further we can do.

- The problem of the increasing fly tipping was raised again. Chair confirmed that the Police were still struggling to get to grips with it. The area assembly had a camera and it was being trialled. We could ask them if we could be listed to use it and identify the hot spots. Concern was raised that the litter pickers might get into trouble if they are caught on camera leaving their bags of rubbish. Chair confirmed that as long as they were in high vis vests and following the usual procedure it should be ok.

- Main Street needs sweeping and drains clearing again. Chair confirmed that he would report to RMBC.

- Final issues raised by the public was that someone had asked if flyers could be placed in the notice board. All PC members agreed that they could as long as there was space.

Meeting

18/17 Apologies – None

19/17 Minutes of the PC meeting 25th January 2017
Resolved: The minutes were accepted as a true and accurate record and were signed by the Chair.

20/17 Declarations of Interest – None declared.

21/17 On-going issues

1. Former Clerk, Andy Pashley – Chair confirmed that he has appeared at the Crown Court for sentencing. He has received 12 months imprisonment suspended for 2 years and 175 hours of unpaid work in the community. Police have confirmed he has no money and therefore no money will be returned to the PC.

Resolved: No further action for the PC to take.

2. Dog Bins – Chair confirmed that RMBC had written to the clerk to confirm that there had been some confusion. The 4 bins are controlled by the same team and should be emptied twice weekly. Operative had thought only once per week. Problem should now be resolved. RMBC have also confirmed to councillor Robson that a new round of bins have been ordered and the one on Reservoir road should be replaced soon.

No action to take.

3. Permissive footpath – Chair confirmed that Halifax estates had changed the terms of the agreement. All members had seen the new agreement prior to the meeting. The PC main concern had been liability of the PC. The insurers had confirmed that we had public liability cover. Members were asked to confirm if they agreed to the new terms. All members did.

Resolved:

i) The draft proposed agreement be accepted;
ii) Halifax be notified of the agreement to the wording by the Chair;
iii) Sitwell estates be sent a copy of the wording and asked to confirm their agreement to it by the Chair;
iv) RMBC footpaths be informed of the agreement in principle and be asked if they can facilitate provision of the path by the Chair;
v) Further report be prepared at the next PC mtg or extraordinary meeting if necessary, with a project plan to take to completion (including financial proposals).

4. Speed signs – Chair confirmed that Halifax had wanted RMBC approval to the bid. RMBC have written to the chair to confirm they will not permit PC to install any speed signs. Flat no. Bid is therefore dead. Councillor Wing asked whether PC could buy them and install them on private land. Discussion held as to whether it would require planning permission.

Resolved: Chair to contact RMBC and ask if we can buy them and install them on private land.

5. Signage on Water Stations – Chair confirmed that YWA had confirmed that the signs were health and safety, were positioned where they were so workers could see them upon entry and there was no smaller option.

No action the PC can take
6. **HS2** – no response has yet been received, will continue to update at PC meetings.

7. **Water leek on Main Street** – Chair confirmed that this had been repaired and the issue was closed.

**22/17 Communications received by the Chairman**

The Chair had received a letter from Philip Pennington at 22 Main Street about the turning area in front of the houses. He wanted to know if the PC could use some of the grant money available to improve it. Chair confirmed that he had been out to meet with Philip and identify the issues. There were three:

i) The surface of the road itself

ii) Could the edges to the verge be raised as they are being damaged by the cars parking on them;

iii) If the verge cannot be raised, can the kerbs be moved and raised.

The Chair confirmed that he has discussed this with Philip as the PC have tried to improve this land before and have encountered problems with RMBC. The road and verge belong to Highways and PC have been refused permission in the past. Chair suggested that RMBC could be contacted to see if the surface will be repaired at the same time Main Street is resurfaced. If they are not including it PC should request a site meeting with Highways.

**Resolved:** All PC agreed to the above. Chair will contact RMBC and Clerk will feedback to Philip Pennington.

**23/17 Area Assembly**

The Chair confirmed that the new PCSO was present and he confirmed that they are trying to recruit 600 more officers. PCSO levels should be reinstated soon, they have been pulled off normal duties to do door to door enquiries for the two murders that have taken place in the locality.

There was a presentation in relation to Dementia and how communities can help and what to look out for. Chair confirmed that he has an information pack if anyone wanted to read it.

There was then a presentation by Wayne Munro-Smith about “Love where you live”. He wants to promote looking after where you live. Litter picking schemes are promoted by him and he is well aware of the problems faced by communities because of fly tipping. He has offered to come and do a short presentation for us about what he does. He has a small pot of finances which we might be able to look into.

Discussion was also held about why litter pickers in Uley still had to leave bags of rubbish by the side of the road and report as fly tipping. Can we ask Wayne if it can just be picked up instead?

**Resolved:** Chair is to invite Wayne to the next PC meeting so that PC can find out what he does, money that might be available and also if litter can be collected.

**24/17 Ulley in bloom**

The Chair confirmed that Mr and Mrs Rangecroft who made the bid last year and provided the Chair with the measurements of all the beds. This information had been passed to the nursery for
estimate. Public asked if the pansies could be replaced with other flowers as they haven’t flowered very well. Chair confirmed that once estimate was back, the flowers could be looked into.

Vice chair Steel confirmed that the work group of PC and MT had met about Christmas lights and hanging baskets and they were obtaining prices for the brackets that can go on lamp posts for hanging baskets and lights. There are about 14-16 places that can be used.

Discussion only

25/17 Police and Crimes Commissioners meeting

The Chair confirmed that he had attended the meeting and the focus was very much about putting community policing back in place. Not necessarily via small police statements but by making people more present and by using services such as the Fire Brigade for missing people searches etc. Chair confirmed that the rest of the meeting was very much concentrated on smaller local areas and anti social behaviour so not overly relevant to Ulley.

Discussion only

26/17 Electoral review of Rotherham

A letter and information received from RMBC about re-arranging the Wards had been attached to the agenda and the councillors were asked for any comments about the ward that Ulley fell under and whether it should be changed. No one had any comments to make. Local Councillor raised that members might want to consider if Ulley would rather fall into Ward with Thurcroft, Laughton Common and Laughton en le Morthern. Rother Valley West will now cover the Waverley estate and will become quite “town” related whereas the other Ward covers more rural places. Chair pointed out that Thurcroft had a bit of a reputation for being quite insular and only seeing Thurscroft’s needs. None of the members had considered changing the Ward. There was objection from one member of the public.

Resolved: Members are to think and if they would like to make any comment they are to notify the Clerk by Wednesday 5th April 2017. If nothing is received, the Clerk will respond and say that we have no comment to make.

26/17 Planning update

PC has had a letter to confirm that planning has been refused for the industrial unit. The Chair provided a verbal report that planning had been applied for, for the bungalow at the bottom of Reservoir Road. They have amended their application for a septic tank to be installed, ground source heat pump, solar panels to the roof and moving the building 3-4 foot away from the neighbouring property. The actual house plan is not changed. PC had no comments to make.

Discussion only.

27/17 Battle’s over, a Nations Tribute

PC noted that the insurers would need an additional premium.

Resolved: Issue to be re-visited closer to the time.
28/17 Footpath to Recreation Ground

The Chair confirmed that the footpath was in a bad state, however it was not part of the lease the PC were to take over.

Resolved: The Chair would contact RMBC about the footpath and see if it could be improved.

29/17 Telephone Box

The Chair confirmed that a villager wanted to renovate the telephone box and had located where the glass and correct colour paint could be purchased from. He wanted the PC permission to undertake the work.

Resolved: All members voted agreement to the work.

30/17 Internal Audit

The Clerk had provided a report into the internal audit. VAR had quoted £145 (£10 more than last year) to complete the audit. The standing orders, financial regulations, risk assessment and asset register had been reviewed by the Clerk. The Clerk indicated that the financial regulations and risk assessment did not require amendment. The Standing Orders needed to be amended to show that the Clerk now grants dispensations and the asset register needed to be updated to include the laptop, printer and flagpole. These will be uploaded on to the website when approved in readiness for the transparency code.

Resolved: All members agreed the changes and accepted the £145 fee. Tables and chairs are also to be added to the asset register.

31/17 Insurance

There had been several questions raised about the insurance so Clerk had attached the renewal information and booklets to the agenda so that all PC members were aware of the terms. The quote has come back at £616.69.

Resolved: All members confirmed that the quote was accepted.

32/17 Financial report

Financial report was accepted by the PC as attached to the Agenda. Accounts and bank statement had been reconciled and PC has £4225 left at the end of financial year.

Resolved: £3,500 will be transferred to the reserve account upon receipt of the precept. Clerk will complete the VAT return.

It was noted that the reserves should ideally be the same as 1 years precept. Villagers were assured that the money could be accessed if needed.

33/17 Halifax Fund
The financial report was attached to the agenda and confirmed that the fund held a balance of £10,821.99. The only outstanding payment to be made was VAT omitted from a previous invoice of £294.50.

34/17 Halifax Bids – Nothing to report

35/17 Urgent business – None

36/17 Dates for next meeting confirmed as 31.05.2017 at 7.00pm at Ulley Village Hall. Annual Parish meeting will take place on that date at 6.00pm and the Annual Parish Council Meeting will take place at 6.30pm on that date.

Confidential meeting then took place once the public had left.
Attachment 2 – Permissive Footpath

Agreement has been confirmed by both estates for the new format of the agreement document to be used. Copies have been sent for signature and when they are returned work can begin on making the necessary arrangements to action the use of the footpath. In advance of this a site meeting has been arranged, for tomorrow morning, with the RMBC footpaths officer to confirm what works they will undertake in support of the new route.

Attachment 3 – Speed Signs

Following the last meeting the chair contacted RMBC to ascertain the legal situation regarding the installation of signs off the highway. They advised that such installations will require planning permission as they would be considered as signs and as such RMBC Highways and the Speed Camera Partnership would object. However, we were informed that one of the speed signs purchased by the Area Assembly for use in Rother Valley West was to be installed in Ulley in the near future. The sign is now in place on the approach from Thurcroft.

Attachment 4 – Ulley in Bloom

The suggested change in winter planting as put forward at the last meeting has been taken up with the Nursery and they have confirmed that there would be no problem changing the plants and it would involve no additional charge. A request was made for the estimate to be forwarded for 2017/18 planting so that a bid could be submitted but to date this has not been provided. Members views are sought as to what winter planting choice they wish to make for the next season.

Attachment 5 – Bouncy Castle

In seeking to organise a summer event for the village enquiries have been made with a specialist company regarding the hire of a bouncy castle. They have advised that they would need to drill an 8mm hole in the tarmac as part of the installation. Enquiries are continuing with other suppliers but members views are sought regarding the principle of drilling in the car park to secure equipment on hire for events.

Attachment 6 – Footpath between Main Street and the recreation ground

A request for the above path to be resurfaced was passed to RMBC. There seems to be some confusion with RMBC as to the status of the footpath and who is responsible for it. After several contacts from different officers it has finally been passed to housing services. The officer involved has been in touch and has advised that there will be a delay in providing a response due to holiday commitments but that they will get back to the Parish Council in the near future.
ULLEY
PARISH COUNCIL

Internal Audit Report 2016/17

Faye Hazlehurst
Community Accountant

The Spectrum, Coke Hill, Rotherham, S60 2HX
Tel: 01709 829821 Fax: 01709 829822
Email: admin@varotherham.org.uk Web: www.varotherham.org.uk
Background and Scope

The Accounts and Audit Arrangements introduced with effect from 1st April 2015 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with the requirements in the terms of independence from the Council decision making process appointing Voluntary Action Rotherham to provide an internal audit function to the Council; this report sets out those areas examined during the course of our investigation of the Council’s Accounts and Accounting processes for 1st April 2016 to 31st March 2017.

Internal Audit Approach

The audit has been conducted in accordance with the direction of the Council set out in the approved minutes of the Council meeting held on 29 March 2017. The audit is not designed to identify all significant weaknesses in the Council’s systems but, if such weaknesses come to our notice during the course of our examination, which we think should be brought to your attention; we shall report them to you.

The responsibility for the prevention and detection of fraud, error and non-compliance with law or regulations rests with the Council. The audit should not be relied upon to disclose all material misstatements or frauds, errors or instances of non-compliance as may exist.

In accordance with the Governance and Accountability for the carrying out of an Internal Audit’, our work plan consisted of an investigation to review whether the systems of financial and other controls over the Council’s activities and operating procedures are effective. Areas covered by the testing included;

- Bookkeeping
- Adoption and application of standing orders and financial regulations
- Payment control
- Risk management arrangements
- Budgetary controls
- Income controls
- Petty cash procedures
- Payroll control
- Asset control
- Bank reconciliation
- Year-end procedures

Overall Conclusion

The Parish Council made significant improvements over the last 12 months and a new Clerk was appointed in September 2016; the Police have finished their investigation into the fraudulent activity of the long standing clerk and this has resulted in a charge.

I am pleased to conclude and report that the Clerk has maintained a high standard of record keeping which has simplified the audit process. All receipts and payments were evidenced by appropriate documentation. I have confidence that the figures lifted into the
Statement of Accounts for the financial year ended 31st March 2017 are accurate.

**Detailed Report**

**Bookkeeping**
A computerised cashbook is maintained and kept up-to-date. The cashbook is arithmetically correct. It is reconciled upon receipt of the bank statement.

**Standing orders and financial regulations**
The model financial regulations have been adopted and approved on 3 December 2015. The standing orders were formally adopted in March 2015, these were reviewed and amended in March 2017.

**Transparency code for smaller councils**
The council has worked hard to comply with the transparency code, all information is now published on the Parish Council website other than the Agendas. These are to be displayed and made available as soon.

**Payment control**
All payments are authorised and approved at monthly Council meetings. They are recorded on the computerised cashbook system where they are analysed into account headings based on the nature of expenditure.

During the period of this report there was no S137 expenditure.

Value Added Tax (VAT) is clearly identified and separately identified in a column in the cashbook. VAT is reclaimed from Her Majesty's Revenue and Customs (HMRC) manually at least annually. HMRC send payments for reclaimed VAT via BACS, a notification statement is sent via the post.

**Risk management arrangements**
All financial activities are approved at monthly Council meetings where they are minuted. Each page is initialled, identified and signed overall. A review of the financial controls and systems are carried out annually by the Council in the form of a Risk Assessment, amendments and recommendations are presented at Council meetings for discussion. The last review was carried out in March 2017.

An annual independent review of financial controls and systems is carried out in the form of an independent Internal Audit.

The Council is insured by Zurich Insurance Ltd and includes cover of the Village Hall. The policy is reviewed on an annual basis, and was last reviewed May 2016.

**Budgetary controls**
The Council set their budget on an annual basis, November 2016. Actual income and expenditure is monitored against budgeted income
and expenditure monthly using the management reports produced by
the Clerk. Any variance is explained and minuted at Council meetings.

**Income control**
Income received is recorded in the computerised cashbook and is
banked in the Co-operative bank account.

Budgeted precept income is paid by Rotherham Metropolitan Borough Council via BACS in two instalments in the year, half in April and half in September. The precept amount recorded in the cashbook agrees with the Council’s notification.

**Payroll controls**
The RFO/Clerk is the only paid employee of the Council. A contract of employment is currently in place and has been signed by both parties. A job description clearly identifying the specific duties of the RFO/Clerk is incorporated within the contract. The salaries and other payments made to the RFO/Clerk are reasonable and have been approved by the Council.

Pay as You Earn and National insurance contributions are calculated by the RFO/Clerk using basic PAYE tools. The RFO/Clerk pays the deductions calculated to the Inland Revenue on a monthly basis.

**Asset control**
The Council maintains an Asset Register of all material assets owned or in its care. This is kept up-to-date and is reviewed annually, last reviewed in March 2017.

**Bank reconciliations**
Bank reconciliations are carried out upon receipt of the bank statements and consolidates all the Council’s bank accounts. Bank statements are received on a monthly basis, reconciliations can only be carried out once these have arrived. I have evidenced the final bank reconciliation’s for the year end and there are no unexplained balancing entries.

**Year-end procedures**
Accounts are prepared on a receipts and payments basis. The accounts agree to the cashbook totals, there is an audit trail from underlying financial records to the accounts. The Parish Council has no investments or outstanding leases or loans. There are no tenancies in operation.
ATTACHMENT 8

EXTERNAL AUDIT

The annual declaration for the external audit has to be submitted before 3rd July 2017. The financial papers for the year ending 31st March 2017 have to be available for inspection by the public for a period of 30 days on request at reasonable notice. This will commence for Ulley PC on 23rd June 2017. Notification of this has to be made public on 22nd June 2017. The Clerk will be responsible for this.

The Clerk has completed the pages of the annual return that need to be signed and approved by all members. Section 1 must be approved before Section 2. The annual return will be available at the PC meeting. The internal auditor then needs to complete a page. The Clerk will make arrangements for this.

The Clerk recommends that the PC approve the annual return and the chair signs the same.
Defibrillator for the village

The Clerk was contacted by Emma Scott, from the Community Resilience Team at the Yorkshire Ambulance Service in relation to the provision of a free defibrillator for the village. The offer is being made to a selected few areas and the offer is only open for a short time so that the resource can be allocated elsewhere if there is no interest.

Emma confirmed that the offer is for the cabinet and Defibrillator free of charge to the village. It has to be installed with an attachment to an electric supply. The cabinet will not fit in a telephone box as this was mooted with Emma and she confirmed that this specific box is too large.

As part of the offer, the community also gets a free training session with their team.

The only cost to the PC is the costs of installation and the annual running costs. Emma estimated that the annual running cost which is purely the electricity is £5. They recommend that installation be carried out by a qualified electrician who will need to drill the power cable through to the main building supply. This prevents it being plugged in and someone inadvertently switching it off.

The ongoing costs are that every 2 years the electrode pads have to be replaced at a cost of £50 and every 5 years the battery needs replacing at a cost of £150 (current prices).

If the PC want to receive one, they are in stock and can be delivered asap.

Recommendation:-

1. That the PC accept the offer and the Clerk contacts Emma asap.
2. That it be installed on the front wall of the Village Hall where it can be seen.
3. That the Clerk arrange the training session and open it up to all the village.
4. That the PC agree to the installation costs of an electrician.
## Payments

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Travel
Salaries/PAYE
- 1,485 240
Training
Chair/Member Allowance
- -
Data Protection registration
- 40 -
Vat
Grants Donations
- -
Total Payments
- 6,213 1,073 5,140

Receipts
Precept
- 3,235 3,235 0
Transparency grant
- - 0
Council Tax grant
- - 0
VAT Refund
- 0 - 0
Total Receipts
- 3,235 3,235 0

Receipts less expenditure
- 2,978 2,162

B/f 2016/17
590
| Total funds | 2752 |
ATTACHED 11

HALIFAX BID UPDATE

The Halifax estate have approved the following bids:-

1. A bid was placed for £320 to restore the telephone box in the village. This has been granted.
2. A bid was placed on behalf of the PC for £556.00 to replace the Albert Steer commemorative bench outside the church. This has been granted.
3. A bid was placed by Sue Hubbard on behalf of the Church for £380 for a Well Dressing and Street Party to be held in May and June. This has been granted.
Rother Valley West Co-ordinating Group Meeting  
Monday, 24th April, 2017 – 1.30 pm  
Aston Customer Service Centre

**Present**
- Cllr. Alan Buckley (AB) Brinsworth & Catcliffe Ward (Chair)
- Cllr Nigel Simpson (NS) Brinsworth & Catcliffe Ward
- Cllr. Bob Walsh (BW) Rother Vale Ward
- Cllr. Mick Elliott (ME) Holderness Ward
- Cllr. Robert Taylor (RT) Holderness Ward
- Andrea Peers (AP) RVW Area Partnership Manager
- Kyley Taylor (KT) Neighbourhood Support Officer
- Andy Wright (AW) Early Help & Families
- Pam Gregory (PG) Brinsworth Parish Council
- Terry Adair (TA) Treeton Parish Council
- Peter Hubbard (PH) Ulley Parish Council

### Agenda

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<th>Apologies and Introductions</th>
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| Page 4 – Fencing around bungalows on Duncan Street. PG asked for clarification as to which bungalows this fencing related to. **Action**: ask Lynne Rowan to clarify. |

<table>
<thead>
<tr>
<th>Final Devolved Budget Update – Andrea Peers</th>
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<td>AP reported that she was still awaiting monitoring information back from some projects but managed to pull the following information together:-</td>
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| £20k Revenue Budget – AP confirmed that all projects were now complete. The next stage will be to arrange for Ward Councillors and interested parties to visit some of the projects to get some photos. AP stated that this will have to take place after the 8th June due to Purdah now being in place. AP then gave a quick update of the successful projects and various photos were shown to the meeting. |

| Aston TARA – £2500 paid for various events which have taken place and have been well attended. IT equipment was also purchased to enable the group to do their own publicity. |

| Treeton Community Centre – £1500 to carry out consultation within the community to identify what residents would like to see take place in the centre. It was highlighted a Luncheon Club for older people was needed. TA reported that they have just received their 5* food hygiene rating. The |
first Luncheon Club was free and well attended and 33 people attended the second Luncheon Club. Residents pay £5 which will get them a meal and game of bingo. The devolved budget also paid for a IT course which ran for 12 weeks which was well attended. TA stated that he was looking to carry out a further course in the future.

**Swallownest Bowling Club** – **£2500** to make the bowling area more accessible for people to come in and use the facilities.

**St. Georges Church Yard** - **£750** to provide a granite bench in the churchyard for people visiting the churchyard to enjoy.

**Friends of Ulley Country Park** - **£2500** provided a raised performance area to provide a versatile social facility for a wide range of functions. PH explained that the first event is due to take shortly.

**Catcliffe Allotment Society** – **£500** paid for a water meter to be installed.

**Aston Brinsworth Youth Work** – **£1950** to develop the confidence and self-esteem of young people within Aston and Brinsworth. AW confirmed that funding has been spent and will discuss this more in his update.

**Aston-cum-Aughton Parish Council** – **£2500** to improve access arrangements at recreation grounds - barrier has now been installed.

**SJD Coaching** – **£2000** providing sports mania in Aston and Thurcroft communities - projects delivered. Currently awaiting monitoring information to be returned.

**Active Regen** – **£2,520** providing a programme of activities in Brinsworth - project delivered. Currently awaiting monitoring information to be returned.

**5th Age** – **£740** purchase of laptop and printer and paper to be used for administration and general running of the group and to be hooked up to project to enable the group to watch films.

**£20k Capital Funding**

**Refurbishment of Orgreave Playground** - **£2,336** equipment has been delivered and playground currently being updated.

**Continuation of Brinsworth Footpath 1 surfacing** - **£3,500** has now been completed.

**Speed Activated Signs** – **£9,000** still waiting to be delivered. Will be located in Ulley and Bawtry Road, Brinsworth.

**Billy and Belinda** – **£2,664** currently in the process of being painted. Awaiting installation date.

PH stated that Ulley found funding to get activated signs and Highways put a stop to it and blocked it. If they are short of resources why are they not working more cooperatively? Seems to be a lack of incentive from Highways. Also, how do Ulley, as a village, could put a request in for CCTV. AP explained that the fly-tipping covert CCTV is deployed through hotspot reporting mechanisms and has currently been deployed. It was not clear how the information will be relayed back. AP informed the meeting that Damien Wilson, Strategic Director will be attending the next RVW Area Assembly meeting on 15th May at Ulley Village Hall. This may be an opportunity to raise questions around joint working and co-operation with Parish Councils around these matters. AB reported that elected members have received an email stating that the Enhanced Environmental Wardens
will be starting work this week which will see extra wardens on the streets issuing Fixed Penalty Notices. AB stated that residents can also feed information through their local Councillor surgeries and Parish Councils and can remain anonymous if they wish.

**Youth Update – Andy Wright**

AW explained that over the last 12 months the service has now evolved into a more targeted service based at Treeton. They do not provide open access youth provision. Detached youth work is still there which is targeted and their priority areas are Rosegarth and around Parish Hall in Aston and Duncan and Ellis Street at Brinsworth. They have also adopted Whiston when they moved into Early Help and lost Thurcroft.

- Monday and Wednesday – team are in Brinsworth around Duncan and Ellis Street or on Howarth car park, working alongside Active Regen which is fairly quiet at the moment.
- Tuesday – Team are in Aston around Rosegarth area and working with young people who are known to services. Targeted work has replaced open access provision.
- Devolved Budget has enabled us to set up targeted project work in which a girl’s group has been set up on Monday evenings where they do a lot of work around body image and e-safety.
- The Devolved Budget has also funded a boy’s group – working with a group of Y5’s looking at work around anger management and healthy eating and providing some tea which enables the group to sit and have a meal together and chat.
- Brinsworth Academy have requested help with a group of challenging Year 10 + 11’s. Did some work around nutrition, anger management and what it like to be an adult in today’s world.

A Fishing Project will be taking place at Aston Spring Ponds although had some issues with procurement in purchasing fishing equipment around best value which has delayed project starting. Working with some young men who will become members. They have bought 3 full sets of kit through devolved budget.

A young women has set up a bath bomb project to work with vulnerable young people which has been very successful.

Currently looking at Summer provision and looking to involve both young people and their families. This will include street based youth work, weekly project at Aston Ponds, looking to visit Cleethorpes for the day, walking and cycling activities.

**Parish Council Update**

**Brinsworth** – been successful with grant of £500,000 from Big Lottery. Hoping to start on demolition of existing building end of May/June with a completion date of January 2018. Plans have gone out to members of the public to keep them informed. The new building will be state of the art
when finished. Consultation process will be ongoing. AB also reported that their Clerk, Peter Wilkinson will be retiring from his post as Clerk shortly. NS reported that Brinsworth Shopping Centre has now got approval and will be rejuvenated. Pelican crossing also planned outside Howarth School.

**Ulley** - PH reported that following a cabinet report the Council are looking to give recreation ground back to Parish Council in May. Also looking to complete footpath up to village. Assistance from RMBC Footpath Officer has been very good.

**Treeton** – issue with speeding on back lane. Mark Hill was involved and put did a Speed and Flow Survey. Results from the survey on Wood Lane showed that 85% of drivers are within 65mph speed limit, 25% are excessive and some cars in 100 mph marker. TA would like to thank Banks and Halifax for their funding of the Treeton Community Centre conservatory. The Centre will also been given its own defibrillator from The Heart Foundation.

**Team Update**

AB stated that this was the last RVW Co-ordinating Group meeting because the Area Assembly will no longer be working in the current format. A Working Group was set up by the Council to look at Area Assemblies and one of the comments that kept coming out was the lack of engagement with members of the public. The new way of working will see Ward Councillors working more closely together and delivering more for their community. The Neighbourhood Team will still be here to support Elected Members, Parish Councils and community members in an enhanced way in terms of ward based working. The three ward members will run ward engagement and liaise more closely. AB sees it more of an opportunity to deliver more for their community.

AB thanked Andrea and her team for all their hard work and look forward to working with the team in the new way of working. AP stated that there will be a 12 month transition period and vacancies will need filling.

AP reported that a public meeting ‘Policing in your Community’ is taking place on Wednesday 26th April 2017 in Maltby with the Chief Constable Stephen Watson in which everyone is welcome to attend.

‘Who to Call Leaflets’ are now available for every Ward. It was noted that Brinsworth Parish Council email address is incorrect.
Hi Peter

You may know that we have completed The Spillway, an open air performance area, in the old overflow from the reservoir at Ulley County Park. We opened the venue at our May Café day with live music from local band Kahootz which was well received by visitors to the Park.

To enhance the appearance of The Spillway we are applying to the Arts Council for funding to employ a professional artist to create a large mosaic on the stone wall of the performance area. The mosaic design will mark 10 years since the near disastrous flood of 2007 and will be a permanent artwork to commemorate that event. To complement the main mosaic, and to encourage community involvement in the project, we would like to commission smaller mosaics with assistance from schools and the local Parish Councils.

We have interest from Canklow Woods and Newman Schools together with the three schools from Wickersley Partnership Trust and aim to run workshops with the mosaic artist to design and create their mosaics.

We would also like to involve the Parish Councils and hope that Ulley Parish Council would support the project by part funding a mosaic, reflecting your link to the Park, and having an input to the design of that mosaic.

We would be grateful if you could confirm your interest in being involved with the project to help with our bid to the Arts Council. If our bid is successful we aim to have the mosaics in place later in the year with design work starting in September.

If you would like to have a chat about the project please give me a ring on 01709 370797

Thanks

Paul
Volunteer Groups

Following discussion at the last meeting it was agreed a report be prepared setting out the feasibility of the council setting up volunteer groups. The following is an edited version of a document printed by Leicestershire and Rutland Association of Local Councils. The suggestion is that there is benefit from Councils acting as community hubs by directly delivering, including through the use of volunteers. The paragraphs below set out some of the advantages/disadvantages and issue to address in following such a course of action.

Why councils consider using volunteers:
• Using skills and enthusiasm in the community; Often untapped
• Encourages community buy-in to projects
• Financially beneficial
• Spreads the workload – Makes running an asset achievable
• Encourages team work – Together achieving success
• Paid staff are not diverted from their own commitments – or distracted
• Increases the quality and the level of the services being provided

Disadvantages
Reliability – Councils cannot compel volunteers to work
• Performance management – Managing competency
• Competition and conflict – Managing expectations and disagreements
• Omission and loss – Acts of a volunteer that lead to financial loss of another party
• Potential financial liability – Acts of a volunteer leading to financial loss to the council
• Background history – DBS Checks
• Injury liability – Adequate insurance
• Agreement – An agreement (should not be worded like a contract) that sets out the terms of the volunteer role and that no money or other benefit is expected will help safeguard against any possible future employment tribunal cases being made or the requirement to pay the minimum wage (The National Minimum Wage Act 1998 s 44)

Issues to be addressed in setting up a group
_ The council needs to develop a clear remit:
• Each volunteer post should have a description of the role
• Clear definition of the desired outcomes
• Who to contact for help
• The opportunity to attend training

Example task description
_ Volunteer at the village hall :
_ As and when you are able: (avoiding express obligations)
• Keep the hall area clean
• Check to make sure there is enough crockery and cutlery and that they are clean
• Take bookings and from members of the public
• Cash up petty cash and put the takings in the safe
• Close the Hall car park promptly at 10pm
• Wash crockery and cutlery and clean the kitchen ready for the next day
• Note any equipment that is damaged or consumables that need ordering
• Close and lock the window shutters and lock the front door.
• Call the caretaker to come and lock up

Example desired outcomes
_ The council can explain the purpose of the volunteer post and why they value the time they give.
• These volunteer roles help ensure the Hall is open for more nights than could otherwise be possible
• As there are no other local facilities it provides a valuable social meeting place, venue for activities, and helps retain community cohesion.
• Hall rental is also an important source of revenue that is reinvested to help maintain the hall and its activities.
• Councils also need to express that the volunteer is not committed to any minimum time periods and that they are under no obligation to give their time.

Communication
• Councils need to make sure that volunteers know what to do in an emergency & where they can ask for help.
• Details of a named supervisor
• Volunteers need to be aware of H&S, including who is a first aider, where the first aid kit is, where fire extinguishers are and how to use them, etc.
• If the role requires equipment use or new skills induction
and training should be given
• All volunteers treated in line with the councils equal opportunities policy

Liability and Insurance
Councils are advised:
• Check with the councils insurer for any additional cover that might be required.
• They must have employers liability insurance and although there is no duty to insure volunteers it is desirable to do so
• Public liability insurance is not mandatory but highly recommended as it can insure the council against a claim made by a volunteer or the actions of a volunteer.
• Personal accident insurance may be extended to cover volunteers
• Professional indemnity insurance is desirable for organisations that give advice using volunteers.

Members views are sought as to the next steps