

**MINUTES OF THE SWINFEN AND PACKINGTON PARISH COUNCIL ANNUAL MEETING HELD  
AT THE CONFERENCE ROOM 1, CONFERENCE CENTRE, HMP SWINFEN ON  
WEDNESDAY 14 MAY 2014 COMMENCING AT 7.07 P.M.**

**PRESENT**

Councillor R Barnes in the Chair  
Councillor Dyott

**In attendance:**

Ms J Minor, Parish Clerk  
Mr M Ellis, Staffordshire's Police and Crime Commissioner

**PUBLIC FORUM**

No members of the public were present.

**MR MATTHEW ELLIS, STAFFORDSHIRE'S POLICE AND CRIME COMMISSIONER**

Mr Ellis gave a presentation to the Parish Council into his role as Staffordshire's Police and Crime Commissioner.

**1. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL FOR THE ENSUING YEAR  
FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE**

**RESOLVED** That Councillor Richard Barnes be elected Chairman of the Parish Council for the ensuing year.

Councillor R Barnes made and signed the Statutory Declaration of Acceptance of Office and thanked the Parish Council for his election.

**2. APOLOGIES FOR ABSENCE**

Councillors J Barnes, Stowe and Stubbs.

**3. DECLARATIONS OF INTEREST**

None declared.

**4. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Parish Council held on 05 March 2014 (Minute Nos. 81 - 97) as circulated, be approved as a correct record and signed by the Chairman.

**5. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**6. HOPWAS QUARRY**

Councillor R Barnes updated Members on the current situation and believed that CEMEX had made reasonable efforts to alleviate the situation.

It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED** That an item on Hopwas Quarry continue to be included on the next agenda.

**7. THE HIGH SPEED RAIL PLANS**

Councillor Dyott gave an update on the HS2. It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED** That an item on the High Speed Rail Plans (HS2) continue to be included on the next agenda.

**8. STATEMENT OF ACCOUNTS FOR YEAR ENDED 31 MARCH 2014**

**a. Income and Expenditure Account for the Year Ended 31 March 2014**

**RESOLVED** That the Income and Expenditure Account for the year ended 31 March 2014 be approved.

**b. Balance Sheet as at 31 March 2014**

**RESOLVED** That the Balance Sheet for the year ended 31 March 2014 be approved and that the Chairman and Responsible Financial Officer be authorised to sign the document.

**c. Forecast Balances and Reserves as at 31 March 2014**

**RESOLVED** That the Balances and Reserves as at 31 March 2014 be approved.

**d. Annual Return: Section 1 - Accounting Statements for the Year Ended 31 March 2014**

**RESOLVED** That the Annual Return: Section 1 – Accounting Statements for the year ended 31 March 2014 be approved and the Chairman and the Responsible Financial Officer be authorised to sign the document.

**e. Annual Return: Section 2 – Annual Governance Statement for the Year Ended 31 March 2014**

**RESOLVED** That the Parish Council had approved the accounting statements in the way prescribed by law.

**RESOLVED** That the Parish Council had made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

**RESOLVED** That the Parish Council had only done what it had the legal power to do and had complied with proper practices in doing so.

**RESOLVED** That the Parish Council during the year had given all persons interested the opportunity to inspect and ask questions about the council's accounts.

**RESOLVED** That the Parish Council had considered the financial and other risks it had faced and had dealt with them properly.

**RESOLVED** That the Parish Council had arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls met the needs of the council.

**RESOLVED** That the Parish Council had responded to matters brought to its attention by internal and external audit.

**RESOLVED** That the Parish Council had disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

**RESOLVED** That the Parish Council had met all of its responsibilities where it was a sole managing trustee of a local trust or trusts.

**9. RISK ASSESSMENTS**

It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED** That the 2013/2014 Risk Assessment in respect of the Parish Council's bus shelters and public notice boards be received and noted.

**10. INTERNAL AUDITOR'S REPORT (YEAR ENDING 31 MARCH 2014)**

It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED (1)** That the Internal Auditor's Report be received and noted.

**(2)** That a cheque be drawn in respect of the Internal Auditor's fee (**cheque number 100283**).

**11. APPOINTMENT OF INTERNAL AUDITOR**

It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED** That Mrs Mary Danby, BA (Hons) MILCM, Town Clerk, Burntwood Town Council be re-appointed as Internal Auditor for the year 2014/2015 at a cost of £25 per annum.

**12. WEEFORD CHURCH**

It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED** That the Parish Council make a financial donation of £400 (**cheque number 100281**) to Weeford Church to help maintain the burial ground as it is the local parish church.

**13. PARISH COUNCIL'S INSURANCE - AON LIMITED**

It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED** That the Parish Council's insurance be renewed (**cheque number 100282**).

**14. SOCIETY OF LOCAL COUNCIL CLERKS**

It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED** That the Parish Council renew membership of the Society of Local Council Clerks (**cheque number 100280**) and this be reviewed on an annual basis.

**15. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

**16. PARISH CLERK'S SALARY**

It was proposed by Councillor R Barnes, duly seconded and

**RESOLVED (1)** That cheques be drawn in respect of the Parish Clerk's April 2014 (**cheque number 100278**) and May 2014 (**cheque number 100279**) salary, HMRC – June 2014 (**cheque number 100285**), Staffordshire Pension Fund – June 2014 (**cheque number 100284**), HMRC – July 2013 (**cheque number 100287**) and Staffordshire Pension Fund – July 2013 (**cheque number 100286**).

**(2)** That in relation to 7.3 of the Parish Clerk's Contract of Employment an annual sum of £156 (£3 per week) (**cheque number 100277**) be paid to the Parish Clerk in reimbursement of use of space, lighting, heating and electricity.

**17. DATE, VENUE AND TIME FOR NEXT PARISH COUNCIL MEETING**

**RESOLVED** That Wednesday 02 July 2014, Wednesday 03 September 2014 and Wednesday 12 November 2014 in the Conference Room 1, Conference Centre, HMP Swinfen commencing 7.00 p.m. be confirmed as the next Parish Council meetings.

(The Meeting closed at 7.32 p.m.)

Signed .....

Dated .....