

# Waterhead Parish Council (PC)

Minutes of a PC Meeting held on 25<sup>th</sup> May 2017 in the Methodist Chapel Room, Gilsland

## Present

**Parish Councillors:** - D. Horn (DH), J. Nicholson (JN), E. Packer & D. Rackstraw (DR) (Chairman)

**Others:** - F. Nugent (FN) (Clerk)

## Absent

**Parish Councillor:** - E. Woodmass (EW)

**Other:** - S. Bowman (SB) (City Councillor) & L. Fisher (LF) (County Councillor)

The meeting opened with DR in the Chair

1. **Chair's Opening Remarks** – DR welcomed those present

2. **Apologies for Absence and Declarations of Interest**

Apologies for absence were received from City Councillor SB and County Councillor LF. There were no Declarations of Interest

3. **Election / Re-election of Chairman** - DR was proposed, seconded and elected unopposed

4. **Election / Re-election of Vice-Chairman** - JN was proposed, seconded and elected unopposed

5. **Minutes of previous meeting held on 8<sup>th</sup> March 2017** - Agreed as a true and correct record and signed as such by DR

6. **Matters arising from the meeting held on 8<sup>th</sup> March 2017:** -

i) **New Telephone Mast** – This is proceeding

ii) **Drover's Troughs Refurbishment** – The work is scheduled to be done during the last week of June. DR will write a courtesy letter to the adjoining land owner

iii) **New Maps for the Noticeboards** – It was agreed that Councillors would look at the maps displayed on the noticeboards of surrounding PCs to see if they were suitable for our noticeboards. If the maps are suitable then we need to find out who designed them and what the cost might be

iv) **Merger with Upper Denton PC** – This is still working with the City Council

7. **Correspondence that has not been Circulated** – There wasn't any

8. **Reports**

i) **County** – No report due to LF's absence

ii) **City Council** – No report due to SB's absence

iii) **Village Hall** – No report due to EW's absence

iv) **Councillors** – DH reported on an event that would take place in the Village Hall next week. At the event an academic from the University of Lancaster will be asking local people to bring forward their knowledge of local history. Lunch and tea will be provided free of charge

9. **Finance:**

i) **Accounts for the period 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017** - The audited accounts, showing a credit balance of £2309.54, were reviewed, agreed and signed by DR on behalf of the PC

ii) **2016/17 Annual Report** – This was reviewed, agreed and signed by DR on behalf of the PC

iii) **Accounts for the period 1<sup>st</sup> April 2017 to Date** – The accounts, showing a credit balance of £3573.60, were reviewed, agreed and signed by DR on behalf of the PC

iv) **Review of Clerk's Salary** - An increase from £440p.a. to £500p.a., from 1<sup>st</sup> April 2017, was agreed

v) **Income**

<b>Payer</b>	<b>Reason for Payment</b>	<b>Amount</b>
• Carlisle City Council	2017/18 Precept	£1187.58
• Carlisle City Council	2017/18 Council Tax Support Grant	£19.42
• HMRC	VAT Refund	£56.95

vi) **It was agreed to make the following Payments**

<b>Payee</b>	<b>Reason for Payment</b>	<b>Amount</b>
• F J Nugent	Clerk's six months' Net Salary	£200.00
• HMRC	PAYE on Clerk's Six Months' Salary	£50.00
• F J Nugent	12 Months Clerk's Expenses	£34.54

vii) **Account Balances** - The credit balance after the above agreed payments was **£3289.06**

viii) **Financial Risk Assessment** – The current financial setup was reviewed in that the PC uses internet banking, all payments are made from invoices after having been authorised by the PC, in the main payments are made by BACS, up to date accounts are presented to each PC meeting for scrutiny. The PC were satisfied with the current financial procedures

**10. Planning Matters** – No planning applications have been received since the last meeting

**11. Next 12 Months Meeting Dates**

The following dates were agreed 17<sup>th</sup> August 2017, 30<sup>th</sup> November 2017, 15<sup>th</sup> February 2018 & 17<sup>th</sup> May 2018

**12. Matters for Next Meeting** – None were given

**13. Next Meeting** - 7:30pm on Thursday 17<sup>th</sup> August 2017 in the Methodist Chapel Room, Gilsland

Minutes prepared by

Signed as a true and correct record

**Frank Nugent**  
Parish Clerk  
5<sup>th</sup> June 2017

**David Rackstraw**  
Chairman  
17<sup>th</sup> August 2017