

MINUTES OF EXTRAORDINARY MEETING OF CRASTER PARISH COUNCIL
Thursday 10th August 2017

Councillors Present

Chair: Bryn Owen, Vice Chair: Martin Smith

Parish Council members: Elizabeth Pearson, Margaret Brooks, Henry Cummins, Ann Fettis, Mark Green, Rosie Robson, Alan Punton

In Attendance: Wendy Pattison (NCC Councillor), 2 members of the public

Acting Clerk: Geoff Newcombe

2328 Declaration of interests

Cllr Cummins declared an interest in car parking issues and said he would refrain from discussion and voting on such issues.

2329 Apologies for absence

None

2330 Confirmation of the Minutes for the Meeting of 20th July 2017

Minute 2312 was corrected by deleting the words "car park" and inserting "opposite Bark Pots" in the third bullet point. The minutes were then unanimously accepted as an accurate record of the meeting

Proposer: Cllr Martin Smith

Seconder: Cllr Alan Punton

Unanimous

2331 Local Transport Plan Options

It was proposed that the discussion on priorities for next year be postponed until the next meeting as the return to NCC does not now need to be submitted until the end of September 2017.

Proposer: Cllr Martin Smith

Seconder: Cllr Bryn Owen

Unanimous

2332 Financial matters

Bank Balance – £21,020 on 25th July 2017

HMRC/PAYE payment issues – A notice from HMRC indicated that Craster PC owed £618 in PAYE for previous two financial years. Correct salary figures and tax codes have been submitted to HMRC and their software now indicates that there should be no tax liability. Previous clerk although having a tax allowance with no tax liability; had not been entering the amounts into the HMRC website. This caused HMRC to apply a standard tax charge each month for 15 months. CPC may still be liable for late payment/penalty charges; a response is awaited from HMRC.

It was therefore proposed that prior to every parish council meeting a check sheet should be completed and signed off by the Chair or Vice—Chair showing that:-

- All invoices/wage/expenses claims were presented and correct and matched cheques requested;
- PAYE had been calculated and reported to HMRC in timely fashion;
- The parish council meeting had been called and summons's issued correctly;
- Financial Matters by placed at a higher level in the agenda after confirmation of the previous minutes or any other statutory requirements.
- The minutes were unanimously accepted as an accurate record of the meeting

Cheques Required

NCC – Parish Council Insurance 2017/18 - £177.71

CCT – Hall Hire (24/5/17 @ £12.00), (April17-March18 @ £200.00) - £212.00

Clerk wages and expenses Jul 2017 (Pay £182.10; Stationery/Travel/Expenses £27.04) – £209.14

HMRC PAYE (Inc. adjustment of £3.44 for 2017/18 to date) - £49.04

Proposer: Cllr Margaret Brooks

Seconder: Cllr Martin Smith

Unanimous

2333 Annual Governance Statement

Approval required – The Internal Auditor has noted that correct returns had not been made to HMRC. He suggest a more robust procedure with check sheet to ensure that all requested cheques have a valid invoice, PAYE has been calculated on the HMRC website, clerk pay and expenses are correctly calculated with time/claim sheet signed off; and a Statement to that effect should accompany the annual return (see minute 2332).

The Chair read out all the individual items in Section 1 of the return and it was proposed that items 1-8 be answered YES and item 9 be answered as NOT APPLICABLE.

Proposer: Cllr Alan Punton

Seconder: Cllr Rosie Robson

Unanimous

2334 Accounting Statements

Approval required – The Internal Auditor is satisfied with the annual accounting figures except for comment as above in minute 2333. It was proposed that the Annual Accounting statements be approved.

Proposer: Cllr Alan Punton

Seconder: Cllr Rosie Robson

Unanimous

2335 Parish Council Clerk/Human Resources (HR) Issues –

It was proposed that Cllr Martin Smith be Acting Clerk for the remainder of the meeting as the current clerk would withdraw for the HR issues.

Proposer: Cllr Bryn Owen

Seconder: Cllr Alan Punton

Unanimous

It was proposed that this item be held in private and that the public be excluded.

Proposer: Cllr Mark Green

Seconder: Cllr Elizabeth Pearson

Unanimous

2336 Items for Next Agenda

2337 Date and Time of Next Meeting

The next meeting of the Council is to be held at 7.15pm on 21st September 2017.

Open to Public & Press

DRAFT