THE MINUTES OF THE MEETING OF

THE SHOTTON PARISH COUNCIL

HELD ON MONDAY 24th JUNE 2024.

Present: Councillor R Hardy (Chair)
AW Bright, G Bright, I Cochrane, M Cooper, LA Hill,
S Maitland, H Mountain, M Mountain, M Parker & K Wood

Apologies:, J Bright, L Cox, A Kelly, RB Lacey
County Cllr. C Hood

TIME SET ASIDE FOR QUESTIONS/ISSUES RAISED BY MEMBERS OF THE PUBLIC

No issues were raised

1849. **TO ACCEPT APOLOGIES FOR ABSENCE**

RESOLVED that the apologies for absence received on behalf of AJ Bright, L Cox, A Kelly. RB Lacey and County Councillor C Hood be received and noted.

1850. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Cllr R Hardy declared an interest in Item 8 on the agenda in relation to a request for financial assistance from Shotton Partnership 2000 Our Place Environment Group.

RESOLVED that, the information given be noted.

1851. **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 28th MAY 2024**

RESOLVED that the Minutes of the Annual Meeting held on 28th May 2024, a copy of which had been circulated to each Member, be approved, and signed by the Chairman as a correct record.

1852. **GROUNDSMANS REPORT**

Apologies were offered on behalf of the Groundsman who was unable to attend due to being unwell. The Clerk confirmed all matters were proceeding well and arrangements had been confirmed with HAGs and their installer for the damaged mini roundabout to be replaced in the next few weeks.

RESOLVED that the information given be noted.

1853. **COUNCILLORS REPORTS OF THEIR ATTENDANCE AT MEETINGS ON BEHALF OF THE PARISH COUNCIL**

EDAP&TC – Cllr M Parker

Agreed to host and pay for minimal costs for a future meeting as part of a meetings rota around Member Councils

Shotton Partnership Our Place Environment Group – S Maitland

Shotton planters are all planted and under budget. It was explained that Tony Lovack had now retired from most voluntary work and Cllr Maitland wished to thank Susan James for helping with the planting

RESOLVED that the reports be received and noted and that the Parish Council's thanks to the volunteers and in particular to Tony Lovack for his past work for the benefit of the community be recorded.

1854. **COUNTY COUNCILLORS' REPORTS**

In view of election purdah, no reports were provided

RESOLVED that, the information given be noted.

1855. **SHOTTON PARTNERSHIP AND AAP UPDATE**

Councillor R Hardy provided a progress report on recent matters and covered the following items:

AAP

- East Durham Veterans – Charity to help support ex services in the area;
- County Durham Healthier by 2030 Campaign
- Police – 3 Cannabis factories had been raided
- Next AAP meeting is at Shotton Youth Centre on 10.7.24

Partnership

- Shotton Festival to be held on 6th July
- Towns & Villages application for £20k towards Youth Provision.
- Good Things Foundation Digital Data bank approval to distribute free data subject to criteria.
- 2 x Fun & Food Applications for Community Hub (£14,861) and Youth Centre (£9,710)
- SYC
    - Launch and Open days went very well with fantastic attendance and interest
    - Now open 5 evenings /week including Saturdays
    - Engaged 100 children to date
    - Unable to recruit a Youth worker so ongoing discussions with SIB
    - Café worker & Caretaker now employed
    - Lots of visits planned from other YIF groups
    - Meeting request from PCC to explore support and utilise Shotton as a County model for successful community partnership working,
    - National Youth Agency (NYA) visit on 29.6.24
    - Purchases of equipment for the Centre were ongoing
    - Awaiting electricity supply then telephone and broadband connections would be completed

RESOLVED that, the information given be noted.

1856. **FINANCIAL MATTERS**

a) **Schedule of Payments**

RESOLVED that the cheques and payments read out and detailed by the Clerk for June 2024 be endorsed and approved for payment.

b) Annual Internal Audit Report 2023/24

RESOLVED that the report of the Internal Auditor dated 5.6.24 a copy of which had been circulated to each Member be received and it be noted that a substantial assurance opinion had been provided.

FURTHER RESOLVED that the suggestions and recommendation be accepted it being noted that the transparency areas identified would be addressed as part of the Councils new website.

c) Annual Accounts, Internal Audit and Annual Governance & Accountability Return

The Clerk had circulated the completed Annual Accounts and Annual Governance & Accountability Return (AGAR) for 2023/24 under the Accounts & Audit Regulations 2015 which included:

- Income & Expenditure and Balance Sheet for Year Ended 31 March 2024.
- Bank Reconciliation at 31 March 2024.
- the Annual Governance Statement 2023/2024.
- the Statement of Annual Accounts 2023/2024.

together with a draft notice of public rights to be published in accordance with the statutory deadline.

RESOLVED that the 2023/24 Annual Accounts and the Annual Governance & Accountability Return be approved and signed with the following confirmed and that the Clerk make the necessary arrangements for the publication notice for the exercise of public rights to be published and announced on 25 June to commence on 26 June to 8 August 2024:

i. The Council had in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
ii. The Council maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
iii. The Council took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or manage its finances.
iv. The Council provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations
v. The Council carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
vi. The Council maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.
vii. The Council took appropriate action on all matters raised in reports from internal and external audit.

viii. The Council considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate, have included them in the accounting statements.

1857. **PLANNING & LICENSING MATTERS**

RESOLVED that the DCC planning matters (applications, approvals, appeals and withdrawals) details of which had been circulated electronically to all Members, be received and noted.

1858. **COUNCILLOR WORKING GROUPS – PROGRESS REPORTS**

i. **Facebook Page for Shotton Parish Council - Cllr K Wood**

+500 Followers and still growing and maintaining interest

RESOLVED that the information given be noted.

ii. **D- Day Commemoration Working Group - Cllr G Bright**

Event went very well and thanks to everyone involved for making it such a success.

RESOLVED that the information given be noted

1859. **PROGRESS REPORT OF THE CLERK**

The Clerk reported on the following items:

i. ***YIF Community Outreach Youth Hub***

The outstanding electricity meter was due to be installed on 24 June following which the final commissioning works would be completed. Thereafter, the final account for the construction could be finalised.

The Clerk outlined that with his current contract monitoring he anticipated an overspend of approx. £30k above the total YIF capital grant allocation.

RESOLVED that the information given be noted, and further developments be awaited.

ii. ***Clerk Additional Hours***

In June 71 additional hours had been worked by the Clerk and further hours would be required to deal with the ongoing work being undertaken with regard to the YIF grant final account and revenue funding stream.

RESOLVED that the information given be noted.

iii. ***Community Park Overflow Car Park Extension***

Practical completion of the works had been achieved on 10th June and the additional car park entry barriers were awaiting powder coating before installation.

The Clerk was clarifying the final account and would provide an updated final cost for the contract to a future meeting.

RESOLVED that the information given be noted and further developments be awaited.

iv. ***Council Website & IT Matters***

RESOLVED that the Clerk proceed with a new website with Parish Web & Host at an initial cost of £954.00 (£479 for complete website everything you'll need (one off cost) No Events Calendar, (£100) but can be added later. £225pa for Hosting / Email / SSL etc and £240 for .gov.uk domain (this is billed every 2 years)

v. ***Football Facilities***

RESOLVED that the information provided by the Clerk in relation to his response to a recent application for a pitch from Shotton Colts Under 14's be noted and endorsed.

1860. **CORRESPONDENCE, BULLETINS & CIRCULARS**

RESOLVED that the correspondence, bulletins and circulars, details of which were read out by the Clerk be received, and the information contained therein, be noted.

FURTHER RESOLVED that the following Requests for Financial Assistance copies of which had been circulated, be approved:

i. Shotton Banner Group- Cost of Coach hire and 2 x banner carriers at Durham Miners Gala on 10 July 2024

Cllr Rona Hardy declared an interest in the following item in view of her capacity as an official of Shotton Partnership 2000 Ltd and left the meeting while it was under discussions. Councillor J Bright temporarily took the Chair

ii. Shotton Partnership 2000 Ltd Our Place Environment Group up to £500 towards planter costs.

Cllr Rona Hardy came back to the meeting and resumed the Chair

1861. **DATE AND TIME OF NEXT MEETING**

RESOLVED that the next meeting will be held at the new Shotton Youth Centre in the Community Park on Monday 29 July 2024 commencing at 6.00pm.

CERTIFIED AS A TRUE RECORD

CHAIRMAN .....

Date: 29th July 2024