

DINNINGTON ST. JOHN'S TOWN COUNCIL

Minutes of the Town Council Meeting Held on Monday 12th March 2018 Lyric Theatre, Laughton Road, Dinnington

Present: Cllrs D Smith (Chair), D Adams (Vice Chair), D Boughton, L Clarke, P Davies, J Hart, B Lewis, W Loftus, A Milner, P Russell, S Scott, J Simmonds, P Smith

In attendance: A Evans (Clerk), L Warne (Asst Clerk), L Hurt (Accountant)
Public x 2

36/18 Presentations:

(A) Rotherham Borough Councillors' Report – No Borough Councillors present.

37/18 To allow for questions from electors of Dinnington to ask one question only in respect of business itemised on the agenda or on a pertinent issue that may arise.

(A) Cllr D Smith (Chair) allowed representatives from Dinnington & District Royal British Legion (DDRBL) to make a presentation regarding the upcoming pilgrimage (known as GP90) on 5th – 9th August to commemorate the end of the 1st World War. DDRBL asked if DSJTC would like to select a Councillor as representative for the wider Dinnington community to attend as wreath bearer and if DSJTC would be willing to provide a grant to cover the cost of attendance. Following the presentation it was decided that the Council would discuss this and advise DDRBL of the decision before the end of the month.

38/18 To note apologies for absence – Apologies were received and accepted for Cllr R Mugglestone

39/18 To record any Declarations of Interest.

Cllrs Clarke and Scott declared an interest in item 45/18(A)

40/18 To consider any matters which should be dealt with in open, or confidential session (items for which the Press and Public may be excluded further to the Public Bodies (Admission to Meetings) Act 1960 and Part 1 of Schedule 12A to the Local Government Act 1972 - Admission to Meetings).

Item 46/18(C) to be taken to Private Session

41/18 Monthly Accounts Schedule and relevant Budget Update Information:

(A) To approve the Monthly Accounts for February 2018

Members had been presented with an updated accounts schedule. The Accountant and Clerk gave answers to Members queries.

**Approval of accounts proposed and seconded by Cllrs Simmonds and Loftus
Vote: 11 For. 1 Against. 1 Abstained. Vote: Majority**

(B) To receive a budget update

Members had been presented with a budget monitoring report. The Accountant and Clerk gave answers to Members queries and highlighted variances and year-end projections.

**Approval of budget report proposed and seconded by Cllrs P Smith and Simmonds
Vote: 9 For. 4 Abstained. Vote: Majority**

The Accountant also provided members with a bank reconciliation to the end of February 2018.

**Approval of bank reconciliation proposed and seconded by Cllrs Russell and Davis.
Vote: 12 For. 1 Abstained. Vote: Majority**

Balances and Reserves as at 01/04/2017	General Reserves				
	Capital Reserves (Land Sale)		£	106,612.21	
			£	26,000.00	
	Office Renovation Fees Reserve		£	20,000.00	
	Lyric Property Renovation/Replacement Reserve		£	-	
	Land Sales Costs Reserve Legal/Survey Fees		£	5,000.00	
	Vehicle/Plant Relacement Reserve		£	25,000.00	*
	Election Reserve		£	6,000.00	*
	Total Reserves of the Council as per the Annual Accounts		£	188,612.21	
Month end 12th March 2018	Latest Bank Balances				
	Business Select Instant Access 06/03/2018 - including PWLB advance £150,000		£	218,391.85	
		Invoice No	Net	VAT	Total
Salaries/Wages - Month 11 & Weeks 45 - 48	Salaries (all staff)		£	8,364.77	£ 8,364.77
B&CE Holdings	Pension Contributions		£	81.92	£ 81.92
HMRC - Tax/Ni Contributions Month 11			£	1,623.10	£ 1,623.10
	Total Salaries/Wages/PAYE		£	10,069.79	£ - £ 10,069.79
Purchases/Invoices	Description				
SYFAB - SYCF Ltd	SYFAB - Training Event - Cllr P Smith		£	80.00	£ 80.00
Chairman's Allowance	Better Dinnington		£	200.00	£ 200.00
A Evans	SLCC Annual Membership		£	185.00	£ 185.00
A Pack	Carpet Staples		£	6.99	£ 6.99
Lloyds Catering	Catering	Pending	£	100.80	£ 100.80
Lloyds Catering	Catering	Pending	£	250.74	£ 250.74
Lloyds Catering	Catering	Pending	£	48.00	£ 48.00
L Warne	Crockery/Cutlery - new offices		£	26.00	£ 26.00
SLCC	Data Protection Webinar - A Evans	124840	£	30.00	£ 6.00 £ 36.00
PSB Stocktaking	Bar Audit (06/02/18)	2	£	80.00	£ 80.00
Abacus Cash Registers	Cash Register Service & 12 months cover	9812	£	240.00	£ 240.00
I-Safe	H&S Consultancy	3544	£	325.00	£ 65.00 £ 390.00
M & C Elliott	Gravedigging Fees	59	£	540.00	£ 540.00
E Stanger	Window Cleaning/Milk for meetings		£	11.98	£ 11.98
HB Clark	Bar Supplies	427088	£	27.52	£ 5.50 £ 33.02
HB Clark	Bar Supplies	619317	-£	20.00	-£ 4.00 -£ 24.00
HB Clark	Bar Supplies	434358	£	605.96	£ 121.19 £ 727.15
Paul Day Countryside Services	Tree Pruning - Cemetery	2184	£	320.00	£ 64.00 £ 384.00
South Anston Fire Extinguishers	Supply of Fire Extinguishers & signage	4115	£	361.29	£ 72.25 £ 433.54
RMBC	Building Design Team Fees	0114483506	£	6,601.04	£ 1,320.21 £ 7,921.25
Tome Valley	Cemetery Supplies	SIN051608	£	18.11	£ 3.62 £ 21.73
Ryton DIY	Cemetery Supplies		£	169.82	£ 169.82
M & C Elliott	Gravedigging Fees	68	£	540.00	£ 540.00
Voluntary Action Rotherham	DBS Check	2017/661	£	38.00	£ 38.00
Tome Valley	Cemetery Supplies	SIN052161	£	30.74	£ 6.15 £ 36.89
Rackfords	Cemetery Supplies	67158	£	69.18	£ 13.83 £ 83.01
Microshade Business Consultants	Monthly Fee	10494	£	194.75	£ 38.95 £ 233.70
Real Electronics	Labour charge - Stage Lighting Cam	J22164			£ 13.00 £ 78.00
KCM Waste Management	Skip Hire - Cemetery	782	£	64.00	£ 64.00
Zurich	Annual Insurance Contract	30462227	£	7,605.73	£ 7,605.73
British Gas	Gas Charges - offices		£	729.87	£ 145.97 £ 875.84
Yorkshire Water	Water Usage Charges - Cemetery	9.01733E+16	£	52.02	£ 52.02
Iris	Monthly Contract (Feb Payment)	358157	£	6.16	£ 1.23 £ 7.39
Iris	Auto Enrolment	1219156	£	12.32	£ 2.46 £ 14.78
Npower	Gas Supply - Offices - final bill	4615811	£	396.91	£ 19.85 £ 416.76
EE	Mobile phones	V01457646944	£	68.25	£ 13.65 £ 81.90
Yorkshire Water	Water Charges - Lyric	9.01733E+15	£	94.34	£ 94.34
Yorkshire Water	Water Charges - Allotments	9.02243E+15	£	221.47	£ 221.47
British Gas	Quarterly Gas Bill - Lyric		£	1,124.52	£ 224.90 £ 1,349.42
Iris	Monthly Contract (March payment)	377313	£	6.16	£ 1.23 £ 7.39
	Total Other Expenditure		£	21,462.67	£ 2,134.99 £ 23,662.66
	Total Purchases/Payments Check Sum				£ 23,597.66
	Total of Wages, Salaries and Other Expenditure				£ 33,732.45
	Income - February 2018				
	Lyric Bar Takings		£	2,440.75	£ 488.15 £ 2,928.90
	Lyric Bookings		£	3,053.80	£ 3,053.80
	Cemetery		£	-	£ -
	Allotments		£	138.00	£ 138.00
	Misc - Feb		£	25.00	£ 25.00
	Dinnington Rugby Club		£	-	£ -
	Grants		£	-	£ -
			£	5,657.55	£ 488.15 £ 6,145.70
	SUMMARY				
	Total Salaries/Wages/PAYE				£ 10,069.79
	Total Other Expenditure				£ 23,662.66
	Lyric Receipts (Bookings and Bar) - Inc VAT				-£ 5,982.70
	Cemetery Income				£ -
	Miscellaneous Income				-£ 25.00
	Allotment Income				-£ 138.00
	Dinnington Rugby Club				£ -
	Grants				£ -
	Total Net Expenditure (+) and Income (-)				£ 27,586.75

42/18

To approve the minutes of the meetings of the Council held on:

(A) 12th February 2018

The minutes were agreed as a true record.

**Cllrs Simmonds and Russell Proposed and Seconded that the Minutes be approved.
Vote: 9 For, 1 Against. 3 Abstained. Vote: Majority**

43/18 To consider any matters raised in the Public Session.

The presentation from DDRBL was discussed and Members agreed to send a Councillor as representative for Dinnington to the Great Pilgrimage 90 (GP90) as wreath bearer
Vote: Unanimous

Cllr J Hart volunteered to attend as wreath bearer
Vote: 11 For. 2 Abstained. Vote: Majority.

**Cllr Russell and Cllr Lewis proposed and seconded that a grant of £500 be given to DDRBL to cover the cost of sending a wreath bearer to GP90.
Vote: 10 For. 1 Against. 2 Abstained. Vote: Majority**

44/18 To consider/approve recent planning applications: - None.

45/18 Booking Concessions and Donations:

(A) To consider a donation to the Better Dinnington Community Garden

Cllr Scott updated Members with the progress of the Community Garden and of the Open Day at the garden on 24th March 2018. Plans for the garden were a poly-tunnel and raised growing beds, new top soil and general landscaping. The garden would be available for members of the community to grow vegetables, get exercise and to eat the healthy produce. The cost of this plan was estimated at £1300

**Cllrs Boughton and Loftus proposed and seconded that Better Dinnington Community Garden be allocated a grant of £1300
Vote: 7 For. 4 Abstained. Vote: Majority**

46/18 For Members consideration and decisions:

(A) To review the council's Financial Regulations

The Clerk asked Members if any amendments were required. Cllr Loftus asked if section 4.1 paragraph 2 be amended to read 'Clerk/RFO' and that other similar references in the document also be amended.

Cllrs Loftus & Milner proposed and seconded that the Financial Regulations be approved with amendments. Vote: 12 For. 1 Abstained. Vote: Majority

(B) To decide on a council charity for the financial year 2018/19

Cllr Loftus suggested that DSJTC support Dinnington Salvation Army as this was the only charity to make a presentation to DSJTC.

Cllr Boughton proposed and Cllr Russell seconded that Dinnington Salvation Army be the nominated charity for 2018/19.

Cllr Lewis proposed an amendment that McMillian Nurses be the nominated charity for 2018/19. Cllr Davies seconded.

**Vote for the amendment: 2 For. 5 Against. 6 Abstained
Vote for original proposal: 4 For. 2 Against. 7 Abstained**

The original proposal was carried and Dinnington Salvation Army will be the nominated Charity for 2018/19

Cllr Adams reminded members that they had previously agreed to allow the nominated charity to have collection boxes on the bar as a means for DSJTC to support the charity

Cllr Russell suggested that DSJTC also allow the charity to have 4 fundraising events at The Lyric without booking fees (but with usual charity booking conditions).

Cllr Loftus proposed and Cllr Boughton seconded a £250 grant to the charity

Cllr Russell proposed and Cllr Milner seconded an amendment for a £250 grant and 4 free fundraising events (dates to be agreed by DSJTC)

Vote for the amendment: 7 For. 2 Against. 3 Abstained

The amended proposal then became the substantive motion.

Vote for the substantive motion: 7 For. 2 Against. 3 Abstained

The substantive motion was carried.

(C) To review the maintenance team salaries – Taken to Private Session

47/18 Park Avenue Cemetery/Lyric Theatre/Allotments/Land:

(A) Update report from Lyric Management Working Group

The next meeting is on 3rd April 2018

(B) Office dilapidations claim update

The Clerk advised that there had been some progress with the claim, as he had been advised that it was not in the interest of Johnston Press to go to court over the claim, but the council was still awaiting an offer.

(C) To discuss trees surrounding the cemetery and decide on future action

The Clerk advised Members that there were some very large and overgrown trees on land surrounding/outside Park Avenue Cemetery, which were causing concern to nearby households. The Clerk proposed that these trees be completely removed for safety reasons. Members had been provided with three different quotes for tree removal costs

Members discussed if nearby households would require notice of the removal of the trees. The Clerk was to investigate.

Members agreed that trees inside the cemetery walls were to be discussed at a later date.

Cllrs Scott and Loftus proposed and seconded that the trees surrounding/outside the cemetery be removed for safety reasons

Vote: 12 For. 1 Against. Vote: Majority

Cllrs Boughton and Scott proposed and seconded that Paul Day be awarded the contract to remove the trees.

Vote: 12 For. 1 Abstained. Vote: Majority

(D) To decide on future use or disposal of the old stage curtains

As the old stage curtains are no longer required, Members agreed to give them away and to advertise this on Social Media and the Council Website.

48/18 Dinnington Town Council Grants: Nil

49/18 General Matters:

(A) Neighbourhood Plan update (Chair)

The Neighbourhood Plan was expected to be completed by the end of the year and once adopted will give Dinnington 25% of the Community Infrastructure Levy to reinvest into Dinnington. The town centre report had been completed, which should uplift the look of Dinnington if implemented.

(B) Area Housing Panel Update

The replacement of the benches for Coronation Park had been deferred to the next financial year when further money would be available to bid for.

The minutes of the Area Housing Panel meetings were to be distributed to all DSJTC members by the Clerk.

STANDING ORDERS WERE SUSPENDED FOR 20 MINUTES AT 9PM IN ORDER TO COMPLETE THE MEETING AGENDA

- (C) Our Futures group Update – Nothing to report
- (D) Where We Live Group Update – Nothing to report
- (E) GDPR update

The Clerk advised that the General Data Protection Regulations (GDPR) will take effect from 25th May 2018. Members need to be aware of the importance of the GDPR and the impact on the council. The Clerk and Assistant Clerk would ensure all necessary policies and documents would be in place, whilst training would be arranged by the YLCA and the Clerk would keep Members updated.

- (F) Staffing Committee meeting update – Meeting cancelled

- (G) To receive a letter from the leader of RMBC

Members agreed the letter was too long and misleading before finally answering their question regarding concerns over RMBC's plans for the appearance and cleanliness of the area.

- (H) To discuss the centenary of the end of World War 1

The Events Manager had organised an event on 11th November in conjunction with the Royal British Legion

Private Session

Item 46/18(C) - Job descriptions to be reviewed and brought to a future Council meeting for further discussion

Date and time of next meetings:

- (A) 9th April 2018 at **7:15pm** at The Lyric, Laughton Road, Dinnington (Annual Parish Meeting)
- (B) 14th May 2018 at 7:00pm at The Lyric, Laughton Road, Dinnington (Annual Town Council Meeting)

D SMITH
Chair
Dinnington St John's Town Council

Date: