

DINNINGTON ST. JOHN'S TOWN COUNCIL

Minutes of the Annual Meeting of the Town Council held on Monday 14th May 2018 at The Lyric, Laughton Road, Dinnington

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

In attendance:

A Evans (Clerk), L Hurt (Accountant), L Warne (Asst Clerk)

57/18 To elect a Chair to the Town Council for 2018/19.

Cllr D Smith was proposed and seconded as Chair of Dinnington Town Council by Cllrs Davies and Adams. There were no other nominations for Chair

Votes: 9 For, 1 Against. Majority vote for Cllr D Smith

58/18 Declaration of Acceptance of Office for Chair of Town Council:

Cllr D Smith accepted the role and signed the Declaration of Acceptance which was counter-signed by the Clerk.

59/18 To elect a Vice Chair to the Town Council for 2018/19.

Cllr Adams was proposed and seconded as Vice Chair by Cllrs Davis and Lewis. There were no other nominations for Vice Chair

Votes: 9 For, 1 Against. Vote: Majority vote for Cllr Adams

60/18 Presentations:

(A) Borough Councillors' Report. – No Borough Councillors attended the meeting

Cllr Clarke asked if this item should be taken off future agendas as Rotherham Borough Councillors no longer attend Dinnington Town Council meetings

Cllrs Clarke and Mugglestone proposed and seconded that the item be taken off

Cllrs Lewis and Milner proposed that the item remains on future agendas

Cllrs Adams and Davies proposed that the item be on bi-monthly agendas

Votes: Bi-monthly – 3 for. Remain – 4 for. Take off – 3 for

The item to remain on future agendas became the substantive motion

Vote: 7 For, 3 Against, 1 Abstained. The substantive motion was carried.

61/18 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.

Cllr Thornton from Anston Parish Council asked Cllr D Smith (Chair) if it was appropriate for DSJTC staff and Councillors to be speaking out at Anston Parish Council meetings and being involved in 'sit-ins'. Cllr D Smith explained that anyone attending Anston Parish Council meetings were attending either as residents of Anston Parish or as members of the public, not as staff or Councillors of DSJTC. They therefore had a right to attend and the Chair of DSJTC could not stop members of the public from attending such meetings in their own time.

62/18 To note apologies for absence.

Cllr Loftus apologised due to being on holiday. Cllr Hart apologised due to a bereavement.

All accepted: Vote: Unanimous

63/18 To record any Declarations of Interest.

Cllrs P Smith, Milner, D Smith - Items 71/18(C) and 72/18(A)

64/18 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). - None

65/18

Monthly Accounts Schedule and relevant Budget Update Information:

(A) To approve the Monthly Accounts for April 2018

Members were presented with an up to date accounts schedule, details of which were explained by the Accountant.

Vote to approve: Unanimous

Balances and Reserves as at 01/04/2018		General Reserves	£	159,588.72		
		Land Sales Costs Reserve Legal/Survey Fees	£	5,000.00		
		Vehicle/Plant Replacement Reserve	£	28,000.00		
		Election Reserve	£	6,000.00		
		Environment Reserve (Carpark)	£	2,500.00		
		War Memorial Reserve	£	2,000.00		
		Total Reserves of the Council as per the Annual Accounts	£	203,088.72		
Month end 14th May 2018		Latest Bank Balances				
		Business Select Instant Access 08/05/2018	£	290,600.63		
		Invoice No		Net	VAT	Total
Salaries/Wages - Month 1 & Weeks 1 - 5	Environment		£	2,671.95		£ 2,671.95
	Bar Staff		£	416.54		£ 416.54
	Bar Manager		£	338.10		£ 338.10
	Events Manager		£	897.15		£ 897.15
	Hall (Incl caretaker)		£	1,716.36		£ 1,716.36
	General		£	2,526.87		£ 2,526.87
B&CE Holdings	Pension Contributions		£	314.03		£ 314.03
HMRC - Tax/Ni Contributions Month 1			£	1,444.12		£ 1,444.12
	Total Salaries/Wages/PAYE		£	10,325.12	£ -	£ 10,325.12
Purchases/Invoices	Description					
A Evans	Curry's - Printer Cable		£	12.99		£ 12.99
Iris	P60's		£	35.00	£ 7.00	£ 42.00
Emma Stanger	Mugs/tea-lights/duck tape		£	14.80		£ 14.80
Digital River Ireland Ltd	Kapersky Internet Security		£	74.99		£ 74.99
Rawlins Paints	Thermaguard Thermacoat white paint	IN022457	£	57.00	£ 11.40	£ 68.40
RMBC	Parish Map	884460/52640/0/0	£	7.00		£ 7.00
Information Commissioners Office (ICO)	Registration Payment		£	35.00		£ 35.00
A Evans	Petty Cash Top-up		£	100.00		£ 100.00
Pro Audio Centre	AV System		£	948.31	£ 209.66	£ 1,157.97
RMBC	Council Tax Amendment - Offices		-£	100.53		-£ 100.53
PSB Stocktaking	Bar Stocktake	3	£	80.00		£ 80.00
Blachere Illuminations	2nd Year Illuminations hire	36220	£	1,444.78	£ 288.96	£ 1,733.74
I-Safe	H&S Consultancy	3597	£	325.00	£ 65.00	£ 390.00
HB Clark	Bar Supplies	449536	£	171.57	£ 34.31	£ 205.88
HB Clark	Bar Supplies	459296	£	513.81	£ 102.76	£ 616.57
HB Clark	Bar Supplies - credit note	622913	-£	20.00	-£ 4.00	-£ 24.00
Staples	Stationary	9001892231	£	93.85	£ 18.77	£ 112.62
Staples	Stationary	9001897898	£	13.99	£ 2.80	£ 16.79
Staples	2nd Class Stamps	9001895443	£	13.44		£ 13.44
Ryton DIY	Replacement Planters		£	900.00		£ 900.00
Tome Valley	Cemetery Supplies	SIN055537	£	110.75	£ 22.15	£ 132.90
Paul Day Countryside Services	Tree Pruning/removal - Cemetery	2233	£	1,640.00	£ 328.00	£ 1,968.00
Bancroft Plumbing & Heating	Call-out for Lyric Boiler	BA14091	£	95.00	£ 19.00	£ 114.00
Tome Valley	Cemetery Supplies	SIN056107	£	42.10	£ 8.42	£ 50.52
Ryton DIY	Cemetery Supplies		£	221.71		£ 221.71
Property Repairs & Improvements	Renew 2 doors and fit 5 fire seals and closures		£	870.00		£ 870.00
Tome Valley	Cemetery Supplies	SIN056643	£	79.64	£ 15.92	£ 95.56
M & C Elliott	Gravedigging Fees April	84	£	1,350.00		£ 1,350.00
HM Wainwright	Fuel		£	109.44	£ 21.89	£ 131.33
Spectrum Futures C.I.C	Internal Audit Annual Charge	2018/27	£	385.00		£ 385.00
KCM Waste Management	Annual Waste Bin Rental - Lyric	41897	£	1,196.00	£ 239.20	£ 1,435.20
KCM Waste Management	Annual Waste Bin Rental - Cemetery	41899	£	1,456.00	£ 291.20	£ 1,747.20
Microshade Business Consultants	Monthly Fee	10677	£	157.80	£ 31.56	£ 189.36
Iris	Auto Enrolment	1249248	£	12.32	£ 2.46	£ 14.78
EE	Mobile Phones	V01480099755	£	70.71	£ 14.14	£ 84.85
Npower	Electricity Quarterly Bill- Cemetery		£	301.47	£ 15.07	£ 316.54
Npower	Electricity Quarterly Bill- Cenotaph		£	65.57	£ 3.28	£ 68.85
Npower	Electricity Quarterly Bill- Lyric		£	707.42	£ 141.48	£ 848.90
Yorkshire Water	Water & Sewerage Charges - Cemetery	9.01733E+15	£	94.79		£ 94.79
Co-op Bank	Sweep Fee		£	30.00		£ 30.00
Water Plus	Used Water & drainage - Lyric		£	172.65		£ 172.65
Iris	Monthly Contract	415007	£	6.16	£ 1.23	£ 7.39
PWLB	Loan Repayment	605 07325	£	8,088.11		£ 8,088.11
	Total Other Expenditure		£	21,983.64	£ 1,891.66	£ 23,875.30
	Total Purchases/Payments Check Sum					£ 23,875.30
	Total of Wages, Salaries and Other Expenditure					£ 34,200.42
	Income - April 2018					
	Lyric Bar Takings		£	2,668.01	£ 533.59	£ 3,201.60
	Lyric Bookings		£	1,695.00		£ 1,695.00
	Cemetery		£	3,890.00		£ 3,890.00
	Allotments		£	-		£ -
	Misc - April (Precept £112,265, HMRC VAT Refund £3,512)		£	115,854.46		£ 115,854.46
	Dinnington Rugby Club (April & May)		£	500.00		£ 500.00
	Grants		£	-		£ -
			£	124,607.47	£ 533.59	£ 125,141.06
	SUMMARY					
	Total Salaries/Wages/PAYE					£ 10,325.12
	Total Other Expenditure					£ 23,875.30
	Lyric Receipts (Bookings and Bar) - Inc VAT					-£ 4,896.60
	Cemetery Income					-£ 3,890.00
	Miscellaneous Income					-£ 115,854.46
	Allotment Income					£ -
	Dinnington Rugby Club					-£ 500.00
	Grants					£ -
	Total Net Expenditure (+) and Income (-)					-£ 90,940.64

- (B) To approve a bank reconciliation

Members were presented with a bank reconciliation, details of which were explained by the Accountant. No questions were asked by Members

Vote to approve: Unanimous

- (C) To approve the end-of-year accounts for 2017/18

Members were provided with details of the end-of-year accounts for 2017/18. Comparisons were given between 2016/17 and 2017/18 showing the final outturn against the budget for the year which, except for an unexpected income from a land sale, was almost exactly on budget.

The Clerk also discussed the Annual Governance Statement (Section 1 of the Annual Return) and the Accounting Statement for the year (Section 2 of the Annual Return):

Section 1 of the Annual Return approved as presented. Proposed and Seconded by Cllrs Davies and P Smith. 10 For, 1 Abstained. Vote: Majority
Section 2 of the Annual Return approved as presented. Proposed and Seconded by Cllrs Davies and Simmonds. Vote: Unanimous

Both the Chair and Clerk signed the return on behalf of the Council.

- (D) To approve the council's list of direct debits

Members were asked to re-approve the list of companies paid via direct debit.

Vote to approve: Unanimous

- (E) To receive a report from the internal auditor

Members were provided with an independent Internal Audit Report which highlighted that records kept by DSJTC were accurate and maintained to a high standard. Thanks were expressed to the accountant for her efforts during her first year.

66/18 To approve the minutes of the meetings of the Council held on:

- (A) 12th March 2018

Cllrs P Smith & Adams proposed and seconded that the minutes were a true record. Vote: 10 For, 1 Abstained.

- (B) 9th April 2018 (Extraordinary Meeting)

Members agreed an amendment was required to the wording of the second proposal in Item 55/18 (B)

Cllrs Clarke & Russell proposed and seconded that the minutes were a true record following the above amendment. Vote: 10 For, 1 Abstained

67/18 To consider any matters raised in the Public Session. None

68/18 To consider/approve the following planning applications:

- (A) New planning applications

Planning Reference	Details	Consultation End Date
RB2018/0334	Single storey rear extension 146 Swinston Hill Road Dinnington	15/5/18
RB2018/0385	Single storey front extension and alterations to existing roof 70 Limelands Road Dinnington	15/5/18

RB2018/0506	Porch to front 31 Central Avenue Dinnington	15/5/18
RB2018/0618	First floor side and single storey rear extensions 5 St Leger Way Dinnington	15/5/18
RB2018/0635	Expansion of first floor mezzanine Unit 3B Eden Place Dinnington	15/5/18
RB2018/0642	New front entrance extension and patio to rear 10A St Leonards Close Dinnington	25/5/18
RB2018/0659	Use of land for caravan storage land to north of Unit 19 Bookers Way Dinnington	16/5/18
RB2018/0681	First floor side extension including dormer window to front and conversion of garage to living accommodation 45 Middleton Avenue Dinnington	25/5/18
RB2018/0690	Application to vary conditions 02 (amended plans - minor realignment of garage footprint) & 03 (boundary treatment) imposed by application RB2017/0897 82 Swinston Hill Road Dinnington	23/5/18

Members agreed that they did not have any objections to the above planning applications, except for Ref No. RB2018/0690, where they agreed to support the neighbour in their objections.

All members had sight of results of previous planning applications which they felt were useful. Cllr Clarke asked if an extra column could be added to show which applications DSJTC had previously approved or disagreed with.

69/18 Booking Concessions and Donations:

(A) None received

70/18 For Members consideration and decisions:

(A) To discuss and agree a casual vacancy for the council

Cllrs P Smith & Adams proposed and seconded that the procedure for a Casual Vacancy should be started.

Vote: 10 For, 1 Abstained. Majority vote to start the procedure.

(B) To agree committee membership for:

- i. Assets Committee – **Existing members approved**
- ii. Finance and Staffing Committee - **Existing members approved**
- iii. Lyric Management Committee - **Existing members approved with the addition of Cllr Clarke**
- iv. Community Working Group – **No meetings taking place**

(C) To agree DSJTC representation on the following:

- i. Where We Live Group - **Existing members approved but Cllr Mugglestone requested to be removed**
- ii. Traffic Management Group – **No meetings taking place so representatives to be removed**
- iii. Area Housing Panel - **Existing members approved but Cllr P Smith was removed from the list having previously resigned from the panel**
- v. Our Futures Group – **Existing members approved**

(D) To agree any nominations for the following YLCA South Yorkshire Branch positions:

- i. Chairman - **None**
- ii. Vice-Chairman - **None**
- iii. YLCA Joint Executive Board representative – **Cllr D Smith – Approved**

- (F) To agree the Chair's Allowance for 2018/19 (Local Government Act 1972, Sec 15(5))
Cllr Lewis proposed £100 for the Chair's allowance. No seconder
Cllrs Scott & Adams proposed and seconded £600
Cllrs Davies & Mugglestone proposed and seconded £500
Vote for £500 – 5 For, 3 Against, 1 Abstained
Vote for £600 – 5 For, 4 Against
Cllr D Smith's (Chair) casting vote was for £600, therefore carried

- (G) General Data Protection Regulations – to approve:

- i. Appointment of a Data Protection Officer

The Clerk advised that the Data Protection Bill had yet to be approved in law but a government amendment proposed that Town Councils would not need a Data Protection Officer. Should that amendment not be approved however, the YLCA had offered to act as DPO to any council requiring one. The Clerk also advised that Councils do not need to be fully compliant by 25/05/18 but need to be able to demonstrate they are working towards compliance. **Approved to appoint the YLCA as the council's DPO if required.**

- ii. Data Protection Policy incl. Security Incident Response Policy

Members were provided with an Information & Data Protection Policy which puts everything regarding Data Protection in the same place for reference. **Approved**

- iii. Document Retention and Disposal Policy

Members were provided with this policy and were referred to Annex A for timescales of document retention/disposal. **Approved**

- iv. Privacy Notices x 6

Members were provided with 6 different Privacy Notices. The Clerk asked if these Privacy Notices could be approved by the Council, but the Clerk would confirm if all were needed as this was not yet clear. **Approved**

- v. Internal data audit

Members were asked to look at the Inventory of Data spreadsheet and feedback to the Clerk if any amendments/additions were required. **Approved**

71/18 Park Avenue Cemetery/Lyric Theatre/Allotments/Land:

- (A) Update report from Lyric Management Working Group

At the last meeting on 09/05/18 the following items were discussed:

- A dedicated website is needed for The Lyric as not all members of the public would know to use DSJTC's website. The LMWG recommends that the Events Manager sets this up as soon as possible. A budget of £1000 was recommended.
- The old staff office upstairs which is now used as a changing room needs decorating as soon as possible, with mirrors and shelving to bring it up to the standard required for changing rooms.
- Discounts on booking fees should be agreed by the Council or through the LMWG if the Council agrees. If a quick decision is required the Events Manager could make that decision reporting back to the LMWG the reasons for that decision.
- Date of next meeting 26/06/18.

Members discussed the current usage of The Lyric and felt the Events Manager should be able to use her discretion on booking fees. The fees structure also needed to be reviewed, so the Events Manager and LMWG were to look at this.

Cllrs Scott & Mugglestone proposed and seconded that a budget of £1000 be allocated for the Lyric Website and advertising. Vote: Unanimous

- (B) Office dilapidations claim update

The Clerk advised that the claim is still progressing albeit slowly

- (C) To discuss the proposed Dinnington Miners Memorial (Cllr Hart)

Cllr Hart had asked if this item could be deferred to the next meeting, but the Chair stated that as it had appeared on the agenda it could still be discussed, especially as members of the public had turned up for this item. The Chair informed members that architects drawings of the proposed wall were provided, but planning permission still needed to be applied for.

- (D) To approve a quote for boiler repairs in The Lyric

The Lyric boiler needs a repair and the flue needed replacing. The Clerk asked Members if they would approve the Clerk and Chair to use the best quote once all have been received. **Approved**

- (E) To discuss use of The Lyric (Cllr Clarke) - Discussed in item 71/18 (A)

72/18 Dinnington Town Council Grants:

- (A) To consider a grant request from the Dinnington Colliery Old Boys (Cllr P Smith)

The architect for the Memorial needed a report of ground levels in Coronation Park which cost £373. Dinnington Colliery Old Boys requested a grant towards the cost of the report. The report would also be of use to the Council and completed to the council on completion of the project.

Cllrs Scott & Clarke proposed and seconded a grant of £373 be paid to Dinnington Colliery Old Boys and the report be passed to the Council on completion.

Vote: 10 for, 1 Against. Carried

73/18 General Matters:

- (A) Neighbourhood Plan update (Chair)

The draft plan was being drawn up and should be ready in 3 to 4 weeks. Councillors would be given copies. The plan would then be submitted to RMBC and it was hoped the Neighbourhood Plan should be complete by September/October.

- (B) Staffing Committee update (Chair)

At the last meeting the Cemetery Staff salary scales were looked at against a comparable salary scale for the same work. Cemetery staff salaries will increase over the next 3 years to be in line with the comparable scales.

An investigation was being conducted into a complaint received. Cllr Scott was appointed to investigate the complaint and report back to the committee.

- (C) Area Housing Panel Update – None

- (D) Our Futures group Update – None

- (E) Where We Live Group Update – None. Next meeting Friday 18/05/18

Date and time of next meetings:

(A) 11th June 2018 at **7:00pm** at The Lyric, Laughton Road, Dinnington

D SMITH
Chair
Dinnington St John's Town Council

Date: