

FILLINGHAM PARISH NOTES
MEETING HELD IN FILLINGHAM VILLAGE HALL
ON WEDNESDAY 23RD OCTOBER 2013

In Attendance: Margaret O'Grady – Chair, Peter O'Grady – Vice-chair, Michael Rose – Treasurer, Helen Slater – Clerk. Roger Patterson – Ward Councillor and 6 Parishioners.

Apologies: PCSO Julie McFaul and Ken Sutherland.

Minutes: Notes from meeting held 18th September amended, approved and signed by Margaret O'Grady.

Matters arising from minutes:

1. **Fillingham Christmas Tree:** The meeting agreed on the **4th December** as a possible date for the tree to be delivered. Call to be made to Fillingham Christmas trees.
2. **Dog fouling leaflet:** Leaflets have been delivered. The Village Venture distributors to be asked to place inside Village Venture before delivering to households.

1. **Police:** Nothing to report.

2. **Finance:**

- a. **Balance on account: £5,861.09**
- b. **Payments made and pending:** No invoices to report.
- c. **Update on trust fund:** No statement.
- d. **Donation to Village Venture:** In principle the meeting agreed to a donation of **£100** if required. **Helen Slater** to e-mail Village Venture.
- e. **Grant-Thornton up-date:** The Annual Return was audited and returned by Grant Thornton. Although these were not received by the auditor by the 30th June 2013 and were therefore noted as being late, the audited return was received and displayed on the notice board as required, in time for the 30th of September, the deadline for the closure of the audit process. Findings of the audit were discussed. Most actions have been addressed by submission of accounts and notices. Remaining actions and observations from internal audit will be pursued by **Peter O'Grady** and **Michael Rose** over the coming months. Actions as follows:

a. From External Audit:

- i. *Undertake Risk Assessment, to identify & mitigate risks facing the Parish*

b. From Internal Audit:

- i. *Ensure all expenditure is included in minutes & approved. (done – will be included in all minutes from this meeting).*
- ii. *Clarify annual budgetary process for developing precept (done - see "f" below)*
- iii. *Check requirement for a "Reserves Policy"*
- iv. *Check whether the Parish Meeting is in a position to reclaim VAT*
- v. *Check the need for an Asset Register & draw up as appropriate (See "5b" below)*

- f. **Budget Approval-** It was agreed in principle for the budget to remain as is at present. A breakdown of expenditure was discussed as the basis for the draft budget for 2014 of **£3,500**, which was proposed and agreed with no objections.
- g. **Approval for bank** account to be opened for the purpose of funds raised for play equipment. Meeting in agreement.

3. Village Hall report:

- a. Village Hall accounts handed to Michael Rose.
- b. Village Hall committee to arrange 'Craft Fair' for the purpose of raising money for play equipment and church.
- c. No date for future meeting. To be arranged at later date.

4. Correspondence:

- a. **Central Lincolnshire Joint Strategic Planning Committee can be viewed via www.parishes.lincolnshire.gov.uk/Fillingham**
- b. West Lindsey '**Inspiring Communities**' conference will be held at the Lincolnshire showground on Thursday 7th Nov 10am – 4pm. Information and fund-raising leaflets offered to meeting.

5. Parish, District and County Matters:

- a. **Up-date on Play area-** Jacque Weller met with William Rose to discuss plans for the future play area. Mr Rose was not in agreement with options that placed a fence along the perimeter of his rental properties. Roger Patterson has advised the committee to contact council for advice on Sustainable Villages. To be taken back to play-ground sub-committee to re-look at the possible changes that could be made to plans. Roger also advised Jacque if there are ex-service personnel residing in the village as there could be additional funds to apply for.
- b. **Asset Register** – Continued investigation of village assets. Some information handed to **Margaret O'Grady**.
- c. **Roger Patterson** reports the Fillingham Village Hall is on the list for **broadband installation**, waiting for the Retford transmitter to become operational.

7. Any other business:

- a. **Window in bus shelter** at the top of Fillingham hill broken and there is a hole in the floor.
- b. **Margaret O'Grady** has enquired to the possibility of a path being placed at the top of Fillingham hill for people to stand whilst waiting for a bus. At present it is only possible to stand on grass verge. **Ref: 1223970**
- c. Waiting for **manhole cover** at corner of **Chapel Lane** and **Willingham Road** to be replaced. **Ref: 1225251**.
- d. **Electrical sub-station** reported to have damaged and missing tiles also wooden doors have started to rot along the bottom. **Margaret O'Grady** to action.
- e. Street light in front of church has now been replaced.
- f. It has been highlighted that we are lacking waste bins around the village. Roger Patterson advised committee that we could access money to purchase bins through the '**Community Chest fund**'.
- g. **B.T phone box** has no out going calls. Report to B.T.
- h. **Pot holes on Fillingham Hill** are increasing in size and numbers. To contact Highways.
1. West Lindsey will be holding an Honours evening on Thursday 5th Dec time 7pm at the Guildhall Gainsborough. Roger Patterson has nominated the Parish meeting for Parish/meeting of the year in recognition for the great work that has taken place in recent months. Further information to follow.

Meeting adjourned at **8:44pm**

Meeting agreed **Wednesday 27th November 2013** – 7pm Tea, Coffee and biscuits and meeting to start for 7:30pm.