

MIDDLETON PARISH COUNCIL, LOW ROAD, MIDDLETON, LA3 3LG

Date of Meeting: Thursday 14th January, 2021. Start time 7.15pm.

Venue: via an electronic means (Zoom)

Members of the public wishing to attend this meeting should email middletonparishcouncil@outlook.com no later than 48 hours prior to the meeting, as numbers are strictly limited.

Councillors

Present Chair Mrs D Hoyle (DH); **Vice-Chair** Mr W Doyle (WD); Mrs N Shacklady (NS); Mr T Porter (TP); P Shacklady (PS).

Clerk to the Council, Shaun Ward

Apologies Mrs N Thomson (NT), Mr T Smith (TS)

Minutes

Welcome and Happy New Year to all from the Chair.

Matters arising from last meeting, **17th December, 2020** and confirmation of the minutes. **No matters arising and minutes confirmed**

Any matter raised by members of the public. This section will be limited to 30 minutes maximum. **None, no members of the public in attendance**

1, ref 12/20/01: Financial estimates/budgets 2020/2021(Chair/Vice Chair)

The Chair and Clerk update the Council on the current position of the bank balance and remaining estimates as at December 17th 2020.

2, ref 12/20/02: AGAR 2019/2020, Update (Clerk) and November 2020 Interim Audit report, Financial Risk Assessment and list of Assets.

The Clerk confirmed that the latest response to PKF Littlejohn had now been emailed. Copies of the November 2020 interim audit report would be resent to members. A draft Financial Risk Assessment (FRA), which includes a list of Council assets, has now been completed and would be confirmed at the next meeting.

3, ref 12/20/03: Precept 2021/2022, update (Chair/Vice Chair)

The Clerk presented a draft precept for 21/22 and members elected to remove a number of items, due to the uncertainty of Covid-19. The Clerk will update the draft and resend to members. This must be submitted to Lancaster City Council by **February 2nd 2021**

4, ref 12/20/04: Former caretaker, update re PAYE due to HMRC (Clerk)

The Clerk updated members on progress in trying to contact the previous accountant. Despite several phone calls and a hand delivered letter, no response to date. Clerk to continue trying to find a solution to this matter, which may require professional assistance.

5, ref 12/20/05: Grounds Maintenance Agreement Retender April 2021.

The Clerk confirmed a proposal from Tattersall's had been received. Clerk to renegotiate with Luke, to reduce cutting frequencies and costs.

6, ref 12/20/06: Social Club and Licensing update, Town and Country Events

The Clerk advised that a meeting was to be scheduled with Town and Country in the next two weeks, which is now set for the 22nd Jan 2021.

7, ref 12/20/07: Parish Hall Maintenance

The Chair advised that funding would only be available for emergency works, which keep the building secure "water/wind proof" or is a health and safety concern, could be agreed, at this time. The previous repairs report will be revisited at a later date.

8, ref 12/20/08: Playground.

No further update at this time, but (TP) would report back at the next meeting

Any other business:

Bank The Chair will again contact the bank. It was agreed if the bank cannot be resolved a new account must now be opened.

Website Training, TP will arrange training for members wishing to add, edit and update the website

Energy contracts, Yorkshire Purchasing are still working on this to get the best prices available. Current contracts end in Jan and March 2021.

VAT Reclaim, No further update at this time

Salt Bins, The Council agreed to purchase one salt bin, to be located on the floor in front of the top notice board.

Defib, £70 required for Maintenance to Defib equipment

Date and time of next meeting: Thursday 18th February, 2021, 715pm.

Accounts and Invoices for payment January 2021

1, Tattersall's £235.00 December, Invoice Number 587. Chq No 2159

2, Clerk £208.84, January 2021. Chq No 2160

**3, HMRC £52.20p, December 2020 PAYE returns, due by 19th January.
Chq No 2161**

Other expenditure

1, Avanti Gas December £102.08p

2, Insurance renewal TBC, estimate/budget £1,000

3, Water Plus Sept to Dec 2020, Balance due £104.97

Income

Little Kickers Hall Hire £78