

Minutes of Annual Parish Assembly

The Reading Room Avon Dassett on

Monday 14 December 2020

The meeting commenced at 8.25pm

1) Apologies: Chris Williams, John Feilding.

Present: Trevor Gill, Mike Blakeman, Darrell Muffitt, Liz Hirst, Phil Baxter, Clerk. Four members of the public.

2) Acceptance of minutes of last meeting held on 13th May 2019. Proposed: Mike Blakeman, Seconded: Liz Hirst.

3) Chair's report: The Chair read his report to attendees. Please see Appendix A.

4) Annual Accounts: Were accepted at the meeting on 1st June 2020 but are included in Appendix B for completeness.

5) County Councillor Chris Williams: No Report.

6) District Councillor John Fielding: No Report.

7) Parish Matters: The VE Day celebrations were highlighted as an enjoyable event and thanks were directed to the organisers. The event helped to lift spirits. The Chair apologised for omitting these events from his annual report and agreed to make the necessary revisions.

8) Open Forum: The next annual meetings are due to be held in May 2021.

The meeting closed at 8.38pm.

Appendix A

Avon Dassett Parish Council

Chair's Report to The Annual Parish Assembly November 2020

The last 18 months have been very different from anything that we have experienced before and the Coronavirus pandemic has meant that this annual meeting which is usually held in May each year has been delayed until now.

It would not be right of me to just cover the period until May this year so my report will cover the period from May 2019 to date.

1. Covid19

The recent months have been dominated by the Covid pandemic and this has had a huge impact on village life and also the way that the Parish Council conducts its affairs. Public meetings have not been possible and all Parish Council meetings have been held remotely using Zoom.

The Parish Council quickly formed a Covid support group to help local residents during these difficult times. The group ensured that regular contact was maintained with residents who lived alone, collected and delivered shopping and prescriptions and generally provided support as and when needed.

This group is still in place and continues to provide assistance.

It would be remiss of me to pick out any one individual as this has been a community effort and has demonstrated that when needed we can work together for the benefit of those of us who need help. So, to anyone who has helped in any way a thank you, without you this would not have been possible.

2. Charity Events

In 2019 Avon Dassett charity events once again flourished and the Soap Box, The Dassett Country Show, Avon Dassett Open Gardens and the MacMillan Coffee mornings amongst other events were all very well supported and were an outstanding success bringing visitors to our village in large numbers. Once again charitable donations were made to support national and local charities, and clubs and societies in Avon Dassett and the surrounding villages.

However, things were very different in 2020 with the majority of charity events being cancelled due to national restrictions. However, there were some small local events and we are very grateful to the organisers for giving of their time and energy to enable these to have taken place.

It is right and proper that on behalf of the Parish Council I say thank you to everyone who helps in any way to support these events. This help not only comes from residents of Avon Dassett but comes from residents, clubs and societies of the surrounding village and we need to acknowledge their support for these events.

3. VE & VJ Day Events

This year marked the 75th anniversary of VE and VJ Day and two very successful and well received events were organised in Avon Dassett.

These events involved a lot of organisation and planning and we are grateful to everyone who helped to make the events so rewarding.

4. Green Areas

There is general agreement that last year the tubs once again enhanced the appearance of the village and our thanks to Dave Hicks for his considerable support in supplying the plants for the tubs and also for his hard work in making the pots look so attractive. We are very grateful to the Avon Dasset Open Gardens for helping us financially in 2019 with the plants and compost for the tubs.

5. Avon Dasset Community Benefit Society Limited – The Yew Tree

The last 18 months has proved to be very a very difficult period for The Yew Tree with changes in tenancy and with the COVID restrictions meaning that the Yew Tree has been closed or opening within the government guidelines.

Prior to the reopening in July 2020 The Yew Tree was refurbished to a high standard and the garden area was weeded and replanted. The majority of this work was undertaken by volunteers to whom I say a very big “thank you”.

When the Yew Tree was reopened in July 2020 it was managed and staffed by volunteers with some paid assistance. During this period The Yew Tree once again thrived and became a place to visit. The addition of the Ice Cream Shack proved to be an instant success and attracted many new visitors to the Yew Tree.

I am sure that my fellow councillors and all residents will join me in thanking the Management Committee and all volunteers for all of their efforts during the last 18 months and I hope that we can in the near future see The Yew Tree once open for business as usual.

6. The Reading Room

Unfortunately, The Reading Room has been closed for the large part of 2020 due to Government restrictions. In my last report I covered the fact that outside of the Reading Room had been painted and repairs undertaken to the woodwork and guttering. We have recently completed the painting to the inside of the main room and in the coming months we will now turn out attention to the kitchen and toilet area and also how we can make better use of The Reading Room for the benefit of the village.

7. Broadband

With the exception of a few properties at The Carrow enhanced broadband is now available to all properties in the village.

We will continue to liaise with the Broadband project to ensure that these remaining issues are addressed.

8. Local Crime

We have seen an increase in local crime in Avon Dasset and the surrounding villages. We have considered what actions we, as a Parish Council, can take to ensure that the relevant authorities are taking this issue seriously and allocating an appropriate level of resources and time to address this issue.

We will hold a property marking event but, in the meantime, local residents should continue to be extra vigilant, ensure that sheds and outbuildings are securely locked and report any incidents to the local police.

9. County and District Councillors

Firstly, I would like to thank Chris Williams for his continued support and guidance. I am aware that Chris has not enjoyed good health for the majority of the period but he has always been there for help and support when needed.

Secondly, Avon Dassett Parish Council has been fortunate to have the support and guidance of Joh Feilding our District Councillor. I think that it is fair to say that we have worked well together on the wide range of challenges that we have faced and I certainly value your support.

10. Avon Dassett Parish Council

I must say a very big thank to Helen, our clerk. The last 18 months have been a very difficult period with the advent of the Covid pandemic and all of the implications on the Parish Council's activities that this has brought.

She has had her workload increased due to the number of changes needed to ensure that we can continue to operate efficiently and within legal requirements, the number of guidelines that have been issued, the need to continually update risk assessments and to liaise with advisory bodies where necessary.

We really are indebted to you for the smooth running of the council you always guide us, supports us, and generally ensure that the Parish Council runs efficiently and within the rules and regulations by which we are regulated. Helen, thank you.

It would not be right of me to finish without me thanking my colleagues on the Parish Council. We all have many different skills, knowledge and abilities and I never cease to be amazed how valuable these are. We are very lucky not only that my colleagues have these attributes but that they are prepared to give their expertise and most importantly time for the benefit of the village. I am sure that our local residents appreciate all of your efforts, I know I certainly do.

Trevor Gill
Chair
Avon Dassett Parish Council
14 December 2020

Tuesday, 31 March 2020

	<u>Actual</u>	<u>Net Receipts</u>	<u>Variance With Budget</u>	<u>Budget</u>
Receipts				
Precept	£15,610.00	£15,610.00	£0.00	£15,610.00
Bank Interest	£8.98	£8.98	£8.98	£0.00
Burial Ground	£300.00	£300.00	£300.00	£0.00
Miscellaneous - Funds From Village Functions	£212.65	£212.65	£212.65	£0.00
Hire of Reading Room, car park etc	£10.00	£10.00	£10.00	£0.00
Mowing Refund From Stratford District Council	£531.42	£531.42	£531.42	£0.00
Election Fees Re The Use Of The Reading Room	£825.00	£825.00	£825.00	£0.00
VAT Reimbursement	£1,975.64	£1,975.64	£1,975.64	£0.00
TOTAL RECEIPTS	£19,473.69	£0.00	£19,473.69	£3,863.69

	<u>Actual</u>	<u>Ring Fenced Funds/Fds Received</u>	<u>Net Expenditure</u>	<u>Variance With Budget</u>	<u>Budget</u>
Payments (Annual expenses)					
The Reading Room					
Reading Room: Cleaning	£0.00		£0.00	£0.00	£0.00
Reading Room: Electricity Supply	(£441.00)		(£441.00)	£59.00	£500.00
Reading Room: Maintenance	(£257.69)		(£257.69)	£742.31	£1,000.00
Reading Room: Rates	£0.00		£0.00	£0.00	£0.00
Total Reading Room	(£698.69)	£0.00	(£698.69)	£801.31	£1,500.00

Administration					
Staff costs:					
Clerk's Pay	(£3,881.71)		(£3,881.71)	£618.29	£4,500.00
ADPC Pension Contribution	(£1,116.20)		(£1,116.20)	(£16.20)	£1,100.00
Employee Pension Contribution	(£94.00)		(£94.00)	(£94.00)	£0.00
Administration Expenses	(£255.65)		(£255.65)	£224.35	£480.00
ADPC Training	(£94.00)		(£94.00)	£56.00	£150.00
Audit Fees	(£330.00)		(£330.00)	£20.00	£350.00
Data Protection	(£35.00)		(£35.00)	£15.00	£50.00
Election Fees	(£593.48)		(£593.48)	£406.52	£1,000.00
Councillors' expenses	£0.00		£0.00	£0.00	£0.00
WALC Subscriptions	(£104.00)		(£104.00)	£26.00	£130.00
Insurance	(£494.09)		(£494.09)	£155.91	£650.00
Total Administration	(£6,998.13)	£0.00	(£6,998.13)	£1,411.87	£8,410.00

Village Maintenance					
Street Light Maintenance	(£142.27)		(£142.27)	£7.73	£150.00
Street Light Electricity Supply	(£679.41)		(£679.41)	£70.59	£750.00
Village Maintenance & Mowing	(£3,795.36)	£531.42	(£3,263.94)	(£263.94)	£3,000.00
Tubs Etc	(£288.10)	£212.65	(£75.45)	£174.55	£250.00
Total Village Maintenance	(£4,905.14)	£744.07	(£4,161.07)	(£11.07)	£4,150.00

Playground					
Playground Lease & Inspections	(£153.00)		(£153.00)	(£53.00)	£100.00
Playground Equipment and Repairs	(£1,642.61)		(£1,642.61)	(£1,392.61)	£250.00
Playground General Maintenance	£0.00		£0.00	£250.00	£250.00
Total Playground	(£1,795.61)	£0.00	(£1,795.61)	(£1,195.61)	£600.00

Communications & IT Expenditure					
Avon Dasset Parish Council Website	(£171.43)		(£171.43)	£128.57	£300.00
Communications & Surveys	£0.00		£0.00	£0.00	£0.00
IT Software, Hardware & Consumables	£0.00		£0.00	£300.00	£300.00
Total Communications & IT Expenditure	(£171.43)	£0.00	(£171.43)	£428.57	£600.00

Miscellaneous					
Coffee Morning Expenses & Xmas Gathering	(£368.40)		(£368.40)	(£218.40)	£150.00
Other - Section 137	(£60.00)		(£60.00)	(£60.00)	£0.00
Defibrillator	(£168.30)		(£168.30)	£31.70	£200.00
Community Projects	(£250.00)		(£250.00)	(£250.00)	£0.00
Total Miscellaneous	(£846.70)	£0.00	(£846.70)	(£496.70)	£350.00

TOTAL PAYMENTS	(£15,415.70)	£744.07	(£14,671.63)	£938.37	£15,610.00
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	<u>Ring Fenced Funds</u>			
	<u>01 April 2019</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>31 March 2020</u>
Defibrillator	£250.00	£0.00	£0.00	£250.00
St John's Steps Appeal Funds	£86.19	£0.00	£0.00	£86.19
IT Equipment & Software	£554.51	£8.02	£0.00	£562.53
Playground Lease Grant	£200.00	£0.00	£0.00	£200.00
Neighbourhood Watch	£185.00	£0.00	£0.00	£185.00
Village Cemetary	£275.00	£300.00	£0.00	£575.00
Reading Room Maintenance	£8,810.00	£0.00	£0.00	£8,810.00
Parish Plan	£2,000.00	£0.00	£0.00	£2,000.00
Playground Maintenance	£250.00	£0.00	£0.00	£250.00
Village Maintenance	£230.00	£0.00	£0.00	£230.00
Deposit Account Balances As At:	£12,840.70	£308.02	£0.00	£13,148.72

	<u>31 March 2020</u>
Closing Period Bank Balances As At:	
Current Account	£8,869.70
Deposit Account	£13,148.72
Total Bank Balances	£22,018.42

**Avon Dassett Parish Council
Financial Statement**

Balances as at close of business:

Tuesday, 31 March 2020

Current Account:

£8,869.70

Deposit Account

£13,148.72 (Ring fenced funds and interest received)

Bank transactions

Current Account:

Date	Payee	Details	Budget Category	Receipt	Payment
03 March 2020	Transfer	Trevor Gill	Coffee Morning Expenses & Xmas Gathering	£0.00	(£20.94)
03 March 2020	Transfer	H Hide-Wright	Administration Expenses	£0.00	(£39.55)
03 March 2020	Transfer	Waarwickshire County Council	Street Light Maintenance	£0.00	(£142.27)
03 March 2020	Transfer	Trevor Gill	Coffee Morning Expenses & Xmas Gathering	£0.00	(£22.53)
03 March 2020	Transfer	Trevor Gill	Village Maintenance & Mowing	£0.00	(£17.47)
03 March 2020	Transfer	Trevor Gill	Reading Room: Maintenance	£0.00	(£45.04)
03 March 2020	Transfer	Zurich Insurance	Insurance	£0.00	(£494.09)
19 March 2020	Direct Debit	1 & 1 Internet Ltd	Avon Dassett Parish Council Website	£0.00	(£21.71)
20 March 2020	Transfer	SLCC	ADPC Training	£0.00	(£64.00)
20 March 2020	Standing Order	H L Hide-Wright	Clerk's Pay	£0.00	(£322.96)
20 March 2020	Direct Debit	N Power	Reading Room: Electricity Supply	£0.00	(£21.00)
24 March 2020	Standing Order	Warwickshire Pension Fund	ADPC Pension Contribution	£0.00	(£82.05)
24 March 2020	Standing Order	Warwickshire Pension Fund	Employee Pension Contribution	£0.00	(£18.80)
27 March 2020	Direct Debit	Total Gas & Power	Street Light Electricity Supply	£0.00	(£32.41)
				£0.00	(£1,344.82)

Deposit Account

Date	Payee	Details	Budget Category	Receipt	Payment
09 March 2020	Lloyds Bank	Lloyds Bank	Bank Interest	£0.50	£0.00
16 March 2020	Transfer	Trevor Gill	W Sherriff Cemetery Fees	£100.00	£0.00
				£100.50	£0.00

Ring Fenced Funds

Defibrillator	£250.00
St John's Steps Appeal Funds	£86.19
IT Equipment & Software	£562.53
Playground Lease Grant	£200.00
Neighbourhood Watch	£185.00
Village Cemetery	£575.00
Reading Room Maintenance	£8,810.00
Parish Plan	£2,000.00
Playground Maintenance	£250.00
Village Maintenance	£230.00
Deposit Account Balances As At:	Tuesday, 31 March 2020
	£13,148.72

Payments For Authorisation

Payments For Authorisation

£0.00

Emergency Payments for Authorisation

£0.00

The bank balances stated on this Financial Summary have been reconciled to the bank statements

Dated:

Tuesday, 31 March 2020

Avon Dassett Parish Council

Fixed Assets Schedule As At: 31 March 2020

						<u>Insurance</u>	
						<u>Section</u>	<u>Value</u>
	<u>31/03/2016</u>	<u>31/03/2017</u>	<u>31/03/2018</u>	<u>31/03/2019</u>	<u>31/03/2020</u>		
Playground equipment & contents	£24,448	£24,448	£24,448	£24,873	£24,448		
Reading Room - at Current valuation	£80,000	£80,000	£80,000	£80,000	£80,000	Buildings	£118,379.33
Burial Ground	£4,000	£4,000	£4,000	£4,000	£4,000		
Playground	£1	£1	£1	£1	£1		
Bus Shelter	£1	£1	£1	£1	£1		
War Memorial	£1	£1	£1	£1	£1		
Street Lights	£1	£1	£1	£1	£1		
Waste Bins	£879	£879	£879	£879	£879		
Salt & Grit Bins	£633	£633	£633	£633	£633	Grit Bin	£102.01
IT Equipment	£851	£851	£666	£666	£666	c	£916.21
Reading Room Furniture	£571	£571	£844	£3,530	£3,530	a	£757.77
Parish Council Notice Board	£1,856	£1,856	£1,856	£2,056	£1,856	b	£3,229.70
Village Notice Board					£300		
Village Benches	£290	£290	£790	£790	£1,215		
Flower Tubs	£918	£918	£918	£918	£918	Plastic Flower Tubs	£918.09
Defibrillator		£1,600	£1,600	£1,600	£1,600	Defibrillator & Cabinet	£1,600.00
	£114,450	£116,050	£116,638	£119,949	£120,049		

Avon Dassett Parish Council

Standing Orders As At 31 March 2020

<u>Beneficiary</u>	<u>Reference</u>	<u>Amount</u>	<u>Frequency</u>
Ms Helen Hide-Wright	Monthly Salary	Variable	Monthly
Warwickshire Pension Fund	Avon Dassett P0285	Variable	Monthly

Direct Debits

The Information Commissioners Office	Data Protection Annual Fee	Variable	Annually
nPower	Reading Room Electricity	Variable	Monthly
Total Energy	Street Light Electricity	Variable	Annually
Numbers Plus	Defibrillator Call Out System	Variable	Annually
1 & 1 Internet	ADPC Website	Variable	Monthly
HMRC	PAYE Payments	Variable	Monthly