

Seaton Valley Council

A Community Council

Minutes of a Full Council meeting held at 7.00pm on Wednesday 26 April 2023 at Seaton Valley Community Council Offices

The meeting started at 7.00 pm.

PRESENT: Councillors S Dungworth (Chair), G Eastwood (Vice Chair), E Coulson, S Bowman, L Bowman, D Ferguson, J Henderson and E Chicken	
IN ATTENDANCE: S Aldridge – Clerk and Responsible Financial Officer L Fox – Services and Partnership Officer D Freeman – Engagement and Development Officer	
CO036/23	1. Apologies for absence Apologies were received from Cllr A Stanners
CO037/23	2. Disclosure of interests Cllr J Henderson declared a conflict of interest in connection with Item 9 regarding the application for a Warm Hub Grant from New Hartley Social Club.
CO038/23	3. Chair's Welcome and Civic Announcements The Chair welcomed everyone to the meeting and confirmed there were no civic announcements.
CO039/23	4. Public Question Time There were no public questions received.
CO040/23	5. County Councillor Update Cllr L Bowman updated the council on delays to the planned rebuild of Astley High School due to failure to appoint a suitable building contractor. Cllr D Ferguson provided an update on the plans for essential repairs to the school roof and the replacement of the mobile classroom, which are going out to tender. There were no further updates.
CO041/23	6. Minutes of the Council's last meeting The minutes of the Council's Meeting held on 22 March 2023 were agreed and accepted as a true record of that meeting.
CO042/23	7. Services and Partnership Update The Chair raised a concern under item 24 of the report (Appendix 2) following feedback from schools and children suggesting the finished Christmas light designs did not look sufficiently like the drawing submitted to the competition. The Services Officer confirmed that design proofs are viewed and agreed before production and offered to circulate this year's designs to all councillors. After discussing the limitations of this year's designs, Council RESOLVED TO: Inform schools that children should do an outline drawing only. Cllr J Henderson asked for clarification of the timeline and process for collecting the 55

	<p>overdue allotment rents referenced under item 3 of the report. The Services and Partnership Officer confirmed that all allotment holders receive written notice of the annual fee due on 1st April 2023. Outstanding payments are chased at the end of April each year and payment plans are offered to anyone who may be struggling to pay in a single instalment. Discussion followed about the cost-of-living crisis and the likelihood that more allotments holders may require a payment plan than previous years.</p> <p>Cllr S Bowman referred to item 22 of the report, clarifying there are two benches that require painting when the weather improves. The Services and Partnership Officer will go out with Cllr Bowman to identify the second bench.</p>
CO043/23	<p>8. Community Grant Application</p> <p>The Chair gave a summary of the application received from the Boating Association and drew attention to the £1000 grant for Village Events which exists alongside the Community Grant budget and has been accessed by Seaton Sluice Community Association up to now.</p> <p>Discussion followed about the need for villages to ideally run a single village event which is organised and hosted by an established community group. Members acknowledged that it had been harder to establish a community group in Seaton Delaval due to the size of the area and the absence of a collectively owned community centre; they explored the role of councillors in supporting villages to build capacity.</p> <p>After considering the background to the application, the Council RESOLVED TO: Provide a Village Event grant of £500 to the Boating Association and encourage them to work jointly with the Seaton Sluice Community Association to deliver a single event in future.</p>
CO044/23	<p>9. Warm Hub Grant Application – New Hartley Social Club</p> <p>The Chair reminded members of Cllr J Henderson’s conflict of interest and reiterated the importance of adhering to previously agreed criteria in making a decision, then opted out of the discussion.</p> <p>The clerk summarised the new information provided by New Hartley Social Club in Appendix 4 and 4A. including a copy of the safeguarding policy and email confirmation that opening hours had remained the same.</p> <p>Members acknowledged that New Hartley Club had not been open for additional hours and debated the role of social clubs as compared to community associations and centres. Questions were asked about whether the existing Warm Hub budget would stretch to give the £500 and if any remaining funds would have to be returned to NCC. The Chair confirmed that the budget could stretch and reiterated the need to consider the original criteria even if this required further clarification in future.</p> <p>Following discussion, the Chair proposed to move to a vote and the Council RESOLVED TO: Refuse the application for a Warm Hub grant from New Hartley Social Club with 4 votes against and 2 votes for.</p>
CO045/23	<p>10. Internal Audit Report</p> <p>The Clerk spoke to the Internal Auditor’s report (Appendix 5 and 5A) produced by Mr A Siney and expressed thanks to the outgoing clerk, S Potts for his support. The auditor is generally happy with the systems and procedures operated by the Council and has signed off the Internal Audit Section of the Council’s Annual Governance and Accountability Return.</p> <p>In conclusion, Council RESOLVED TO: Receive and note the content of the Internal Auditor’s report and the Audit Work Carried Out by Mr Siney in Appendix 5 and 5A.</p>

CO046/23	<p>11. Annual Governance and Accountability Return (AGAR) 2022-23 In presenting the report (Appendix 6 and 6A), the Clerk drew attention to the Annual Governance Statement at Section 1 of the accompanying AGAR which contains several statements about the controls the Council has in place to ensure that it has a sound system of internal control.</p> <p>The Chair reminded Councillors that both they and the Clerk are jointly responsible for signing off this statement.</p> <p>In receiving the Clerks report, Council RESOLVED TO:</p> <ul style="list-style-type: none"> • Note the contents of the Annual Internal Audit Report included at page 3 of the AGAR attached at Appendix 6A. • Approve the Annual Governance Statement included as Section 1 (page 4) of the AGAR attached at Appendix 6A, and • Approve the Accounting Statements included as Section 2 (page 5) of the AGAR attached at Appendix 6A. 																
CO047/23	<p>12. Budgetary Control Final Position 2022/23 In presenting the report (Appendix 7 and 7A), the Clerk confirmed that the net under spend on the 2022/23 accounts is £73,280 after adjusting for budget carry forwards and contributions to earmarked reserves. This level of under spend is approximately £10,000 more than previous estimates due to a vacant apprenticeship role and lower than expected charges from NCC.</p> <p>The report identified the main reasons for the under spend, all of which had been previously drawn to council's attention. The council's overall reserves stand at £335,250, £90,000 of which is the agreed minimum reserve level. The balance is made up of:</p> <table border="1" data-bbox="300 1084 1479 1249"> <tr> <td>• Budgets carried forward to 2023/24</td> <td>£17,740</td> </tr> <tr> <td>• Earmarked Reserves</td> <td>£91,300</td> </tr> <tr> <td>• Unallocated Reserves</td> <td>£136,210</td> </tr> </table> <p>After receiving the Clerk's report, Council RESOLVED TO: Note the budgetary control position presented in Appendix 7 and 7A and agree to carry forward the budgets identified at paragraph 4.</p>	• Budgets carried forward to 2023/24	£17,740	• Earmarked Reserves	£91,300	• Unallocated Reserves	£136,210										
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CO048/23	<p>13. Bank Reconciliation Council agreed to receive the Clerk's report (Appendix 8 and 8A) and noted that the Council's bank accounts had been successfully reconciled to its financial records.</p>																
CO049/23	<p>14. Dates of Future Scheduled Meetings</p> <table border="1" data-bbox="300 1621 1479 1787"> <thead> <tr> <th>2022</th> <th>Committee/Council</th> <th>Time</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>Wednesday 24 May</td> <td>Annual Meeting and Annual Parish Meeting</td> <td>6.30pm</td> <td>New Hartley Memorial Hall</td> </tr> <tr> <td>Wednesday 26 July</td> <td>Full Council</td> <td>7.00pm</td> <td>Seghill Institute Memorial Hall</td> </tr> <tr> <td>Wednesday 27 Sept</td> <td>Full Council</td> <td>7.00pm</td> <td>Seaton Sluice Community Centre</td> </tr> </tbody> </table>	2022	Committee/Council	Time	Venue	Wednesday 24 May	Annual Meeting and Annual Parish Meeting	6.30pm	New Hartley Memorial Hall	Wednesday 26 July	Full Council	7.00pm	Seghill Institute Memorial Hall	Wednesday 27 Sept	Full Council	7.00pm	Seaton Sluice Community Centre
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CO050/23	<p>15. Any Other Business Cllr G Eastwood gave his apologies for the Annual Meeting and Annual Parish Meeting on 24th May 2023.</p>																

There being no other business on the agenda, the meeting closed at **8.15pm**

Signed by the Chair:	
Dated:	

DRAFT