

# DINNINGTON ST. JOHN'S TOWN COUNCIL

## Minutes of the Town Council Meeting Held on Monday 11<sup>th</sup> June 2018 Lyric Theatre, Laughton Road, Dinnington

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

**In attendance:** A Evans (Clerk), L Warne (Asst Clerk)

**74/18** Presentation:

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

**75/18** 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 – None received

**76/18** To note apologies for absence – No apologies received

**77/18** To record any Declarations of Interest. Cllrs D Smith, P Smith, A Milner – Item 85/18(C)

**78/18** 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

**79/18** Monthly Accounts Schedule and relevant Budget Update Information:

(A) To approve the Monthly Accounts for May 2018

Members were presented with accounts, including invoices, for May 2018.

**Approval of accounts proposed and seconded by Cllrs Loftus and P Smith**

**Vote: Unanimous**

(B) To approve a bank reconciliation

Members were provided with a bank reconciliation to the end of May 2018.

**Approval of bank reconciliation proposed and seconded by Cllrs Simmonds and P Smith** **Vote: unanimous.**

(C) To approve the appointment of an internal auditor for 2018-19

This year's internal audit was performed by Faye Hazelhurst from Voluntary Action Rotherham. The Clerk recommended the Council appoint her as the internal auditor for 2018-19

**Cllrs Hart and P Smith proposed and seconded that Faye Hazelhurst be appointed as Internal Auditor for 2018-19. Vote: Unanimous**

<b>Balances and Reserves as at 01/04/2017</b>	<b>General Reserves</b>				£ 106,612.21		
	<b>Capital Reserves (Land Sale)</b>				£ 26,000.00		
	<b>Office Renovation Fees Reserve</b>				£ 20,000.00		
	<b>Lyric Property Renovation/Replacement Reserve</b>				£ -		
	<b>Land Sales Costs Reserve Legal/Survey Fees</b>				£ 5,000.00		
	<b>Vehicle/Plant Replacement Reserve</b>				£ 25,000.00		
	<b>Election Reserve</b>				£ 6,000.00		
	<b>Total Reserves of the Council as per the Annual Accounts</b>				<b>£ 188,612.21</b>		
<b>Month end 12th February 2018</b>	<b>Latest Bank Balances</b>						
	Business Select Instant Access 06/02/2018 - including PWLB advance £150,000				£ 239,539.64		
		<b>Invoice No</b>		<b>Net</b>		<b>VAT</b>	<b>Total</b>
Salaries/Wages - Month 10 & Weeks 40 - 44	Environment			£ 2,498.69			£ 2,498.69
	Bar Staff			£ 1,043.57			£ 1,043.57
	Bar Manager			£ 925.83			£ 925.83
	Events Manager			£ 752.79			£ 752.79
	Hall (Incl caretaker)			£ 1,665.85			£ 1,665.85
	General			£ 2,524.59			£ 2,524.59
B&CE Holdings	Pension Contributions			£ 109.28			£ 109.28
HMRC - Tax/NI Contributions Month 10				£ 1,466.65			£ 1,466.65
	<b>Total Salaries/Wages/PAYE</b>			<b>£ 10,987.25</b>		<b>£ -</b>	<b>£ 10,987.25</b>
<b>Purchases/Invoices</b>	<b>Description</b>						
E Stanger	Fridge (purchased from Curry's for new office)			£ 109.99			£ 109.99
D Smith	Screwfix - floor adhesive new offices			£ 26.00			£ 26.00
D Smith	Chairman's Allowance - food/drink Xmas Party			£ 59.90			£ 59.90
Iris	Auto Enrolment	1207439		£ 12.32	£ 2.46		£ 14.78
Emma Stanger	Laptop Repairs			£ 15.00			£ 15.00
E Stanger	Plumbing Equipment - new office			£ 67.42			£ 67.42
A Evans	Travel expenses & stationary			£ 15.70			£ 15.70
E Stanger	Carpet tape/food for Zurich Conference			£ 34.93			£ 34.93
E Stanger	Milk/pens for Zurich Conference			£ 22.03			£ 22.03
A Evans	Buffet for Zurich Conference			£ 60.00			£ 60.00
Crown Decorating Centres	Paints - new offices	8201445610		£ 119.75	£ 23.95		£ 143.70
Crown Decorating Centres	Paints - new offices	8201421397		£ 67.41	£ 13.48		£ 80.89
Pat Smith	Picture Frames/Xmas Storage Boxes			£ 38.48			£ 38.48
RMBC	Recruitment Adverts (bar/events/caretaker)	114462060		£ 100.00	£ 20.00		£ 120.00
St John Ambulance	First Aid Cover - Xmas Festival	SP17022405		£ 92.00	£ 18.40		£ 110.40
M & C Elliott	Burial Fees - Dec	54		£ 780.00			£ 780.00
Lemark	Office furniture (desks/chairs etc)	7715		£ 855.00	£ 171.00		£ 1,026.00
HM Wainwright	Fuel	DIN37921		£ 69.07	£ 13.81		£ 82.88
Rackfords	Cemetery Supplies	67050		£ 174.42	£ 34.88		£ 209.30
I-Safe	H&S Consultancy	3520		£ 325.00	£ 65.00		£ 390.00
Konica Minolta	Printer Charges	1135300717		£ 69.31	£ 13.86		£ 83.17
Property Repairs & Improvements	New Offices - stair case repairs			£ 500.00			£ 500.00
Arco	Lyric Cleaning Supplies	932074084		£ 21.50	£ 4.30		£ 25.80
Arco	Lyric Cleaning Supplies	932081446		£ 8.23	£ 1.65		£ 9.88
Andrew Towleron & Associates	Consultancy re East Street Allotments site	ATA/DPC/002(ESAS)		£ 2,970.00	£ 594.00		£ 3,564.00
PPL	Public Performance Licence	3546127		£ 446.65	£ 89.33		£ 535.98
Arco	Lyric Supplies	932093418		£ 104.36	£ 20.87		£ 125.23
RMBC	Premises Licence			£ 180.00			£ 180.00
Contact Electrical Services	Rewire and Resite Intercom	6045		£ 160.00			£ 160.00
Blachere Illuminations	Removal of lights (3yr hire)	36039		£ 662.40	£ 132.48		£ 794.88
HB Clark	Bar Supplies	417882		£ 184.14	£ 36.83		£ 220.97
HB Clark	Bar Supplies	418406		£ 36.52	£ 7.30		£ 43.82
HB Clark	Bar Supplies	611031		£ 96.78	£ 19.36		£ 116.14
HB Clark	Bar Supplies	420483		£ 502.90	£ 100.58		£ 603.48
HB Clark	Bar Supplies	423282		£ 366.65	£ 73.33		£ 439.98
Torne Valley	Cemetery Supplies	SIN050348		£ 62.42	£ 12.47		£ 74.89
Andrew Towleron & Associates	Neighbourhood plan Consultancy Support	ATA/DPC/008		£ 246.70	£ 49.34		£ 296.04
Rackfords	Building Supplies	67096		£ 27.44	£ 5.49		£ 32.93
Microshade Business Consultants	Monthly Fee	10434		£ 194.75	£ 38.95		£ 233.70
Iris	Monthly Contract	338452		£ 6.16	£ 1.23		£ 7.39
EE	Mobile phones			£ 67.65	£ 13.53		£ 81.18
Npower	Electricity - Cenotaph - Quarterly Bill			£ 69.51	£ 3.48		£ 72.99
Npower	Electricity - Cemetery - Quarterly Bill			£ 57.80	£ 2.89		£ 60.69
Npower	Electricity - Lyric Theatre - Quarterly Bill			£ 861.09	£ 176.37		£ 1,037.46
PHS Group	Annual Contract	65485274		£ 1,496.53	£ 299.31		£ 1,795.84
	<b>Total Other Expenditure</b>			<b>£ 12,443.91</b>	<b>£ 2,059.93</b>		<b>£ 14,503.84</b>
	Total Purchases/Payments Check Sum						£ 14,503.84
	<b>Total of Wages, Salaries and Other Expenditure</b>						<b>£ 25,491.09</b>
	<b>Income - January 2018</b>						
	<b>Lyric Bar Takings</b>			£ 2,729.25	£ 545.85		£ 3,275.10
	<b>Lyric Bookings</b>			£ 2,335.00			£ 2,335.00
	<b>Cemetery</b>			£ 4,500.00			£ 4,500.00
	<b>Allotments</b>			£ 714.00			£ 714.00
	<b>Misc - January (HMRC Q3 VAT refund)</b>			£ 15,641.93			£ 15,641.93
	<b>Dinnington Rugby Club</b>			£ 250.00			£ 250.00
	<b>Grants</b>			£ -			£ -
				<b>£ 26,170.18</b>	<b>£ 545.85</b>		<b>£ 26,716.03</b>
	<b>SUMMARY</b>						
	<b>Total Salaries/Wages/PAYE</b>						£ 10,987.25
	<b>Total Other Expenditure</b>						£ 14,503.84
	<b>Lyric Receipts (Bookings and Bar) - Inc VAT</b>						-£ 5,610.10
	<b>Cemetery Income</b>						-£ 4,500.00
	<b>Miscellaneous Income</b>						-£ 15,641.93
	<b>Allotment Income</b>						-£ 714.00
	<b>Dinnington Rugby Club</b>						-£ 250.00
	<b>Grants</b>						£ -
	<b>Total Net Expenditure (+) and Income (-)</b>						<b>-£ 1,224.94</b>

**80/18** To approve the minutes of the meetings of the Council held on:

(A) 14<sup>th</sup> May 2018

An amendment was requested to Item 71/18(A)

**Cllrs Mugglestone and Milner proposed and seconded that the Minutes be approved with the amendment. Vote: 11 For, 2 Abstained. Vote: Majority**

**81/18** To consider any matters raised in the Public Session. - None

**82/18** To consider/approve the following planning applications:

(A) New planning applications

Planning Reference	Details	Consultation End Date
RB2018/0674	Proposed single storey front and side extension The Venus Restaurant Falcon Square Dinnington	12/6/18
RB2018/0703	Demolition of existing conservatory & erection of single storey front extension with room in roof space and side dormer window. Erection of first floor side and two storey rear extension including juliet balcony. Formation of raised patio area to rear 168 Swinston Hill Road Dinnington	12/6/18
RB2018/0754	Application to prune various Conifer Trees protected by RMBC Tree Preservation Order (No.15) 1975 Athorpe Lodge Care Home Falcon Way Dinnington	11/6/18
RB2018/820	Two storey rear extension to form additional 2 bedrooms, bathroom, WC, playroom & kitchen to 99 Lordens Hill	

Members had no objections to the above planning applications

**83/18** Booking Concessions and Donations:

(A) Nil

**84/18** For Members consideration and decisions:

(A) General Data Protection Regulations – to approve:

i. Councillor email addresses

Members were presented with quotes from 2 different providers

**Cllrs Adams & Mugglestone proposed and seconded that Microshade be the provider of Councillor email addresses**

**Cllr Loftus proposed that Abbeydale Web be the provider. No seconder  
Vote for Microshade: 10 For, 2 Against, 1 Abstained. Majority vote**

ii. Council Email Policy

The Clerk answered Members queries and amendments were requested to wording of the draft policy. It was suggested that Members reviewed the policy for further discussion and approval at the next meeting

(B) To review Standing Orders

The Clerk explained that several amendments to Acts of Parliament had caused a re-write of the council Standing Orders, e.g. GDPR. Members also requested additional amendments. The Clerk was to amend the document for approval at the next meeting.

(C) To consider the addition of a name to the war memorial

A request had been received for an additional name to be added to the War Memorial from World War 1. Following discussion it was felt that, as the War Memorial belonged to DSJTC, the Council should make the decision to add the name and pay for the inscription, provided evidence was given to the War Memorials Register. It was also requested that the memorial be cleaned prior to Remembrance Day in November.

**Cllrs Scott and P Smith proposed and seconded that the name be added and the Memorial be cleaned prior to November. Vote: 12 For, 1 Against. Majority vote**

- (D) To consider the purchase of a new tractor

The current tractor is 20+ years old and required replacing. Members were provided with 3 different prices for a replacement tractor. Members concluded that cemetery staff knows what machinery is required to do the job and as long it is within budget, taking into account the sale of the old tractor, then cemetery staff should decide which tractor to purchase.

**Cllrs Scott and Clarke proposed and seconded that as long as it is within budget overall, Cemetery staff should make the decision on which machine to buy.**

**Vote: 11 For, 1 Against, 1 Abstained. Majority vote**

- (E) To confirm the council's internal representatives

Allotments – Cllr Mugglestone  
Cemetery – Cllrs Scott and Davies

- (F) To discuss DSJTC support to the community (Cllr Clarke)

Discussion not required

- (G) To consider a new bank deposit account

Members were provided with a breakdown of 4 different bank deposit accounts to choose from. The Clerk assured members that both he and the Accountant had fully researched the options and recommended an account with the Nationwide Building Society into which to place the Council's reserves with the same signatories as the council's main bank account.

**Cllr P Smith and Hart proposed and seconded the recommendation. Vote: Unanimous**

**85/18**

Park Avenue Cemetery/Lyric Theatre/Allotments/Land:

- (A) Update report from Lyric Management Working Group – the group had not had a recent meeting so no update

- (B) Office dilapidations claim update – no current update

- (C) To discuss the miners' memorial (Cllr Hart)

Cllr Hart did not believe that the Council had given permission for the wall, as she believed it to be separate to the Memorial statue.

Cllr P Smith referred to the Council Meeting Minutes dated 8<sup>th</sup> May 2017 where it was agreed that the memorial could be erected in Coronation Park near to the wheel. Cllr Milner explained that the wall is part of the whole memorial.

**Cllrs Scott and Loftus proposed and seconded that the Council stick to their original decision and agree to the Memorial in its entirety.**

**Vote: 11 For, 2 Abstained. Majority vote**

- (D) To approve Lyric floor repair quotes

Members were provided with 4 quotes to replace/repair flooring throughout the Lyric.

**Cllrs Scott and Milner proposed and seconded that Sheffield Flooring sand and seal the Lyric hall floor, and Aizlewoods replace the flooring in the Milner Lounge, toilets and entrance. Vote: 11 For, 1 Against. Majority vote**

**86/18**

Dinnington Town Council Grants:

- (A) No applications received

Requests for grant applications to be included on the bottom of the monthly Minutes as a reminder for local groups to apply and a notice to be put up on the Notice Board

**87/18**

General Matters:

- (A) Neighbourhood Plan update (Chair)

A draft of the Neighbourhood Plan had been completed and, once finalised by the Working Group, would be brought to the Council.

(B) Area Housing Panel update

The minutes from the last meeting had not yet been produced, but should be available for the next Council meeting

(C) Our Futures Group update – No recent meetings, so no update

(D) Where We Live Group Update

Cllrs D Smith and Davies attended the last meeting and were the only group members to attend. The meeting with the Borough Councillors had been cancelled

(E) NALC discussion paper feedback

The Clerk asked Members for feedback. No feedback given.

Date and time of next meetings:

9<sup>th</sup> July 2018 at **7:00pm** at The Lyric, Laughton Road, Dinnington

D SMITH  
Chair  
Dinnington St John's Town Council

Date:

**To all local Community Groups**

**Why not apply for a Community Grant from Dinnington St John's Town Council to assist with your community work? For further details and an Application Form visit our website:**

**[www.dinningtonstjohns.org/grants-and-donations](http://www.dinningtonstjohns.org/grants-and-donations) or phone 01909 564169**