

# DINNINGTON ST. JOHN'S TOWN COUNCIL

## Minutes of the Town Council Meeting Held on Monday 19<sup>th</sup> November 2018 Lyric Theatre, Laughton Road, Dinnington

**Present:** Cllrs D Smith (Chair), D Adams (Vice Chair), L Clarke, G Cruickshanks, 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), S Fairburn (Accountant)  
**1 member of the public attended.**

- 131/18** 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
- 132/18** To note apologies for absence. – None received
- 133/18** To record any Declarations of Interest. – None declared
- 134/18** 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).
- Items 143/18 (F) and (J)
- 135/18** Monthly Accounts Schedule and relevant Budget Update Information:
- (A) To approve the Monthly Accounts for October 2018
- Cllrs Loftus and Simmonds Proposed and Seconded that the monthly accounts be approved. Vote: Unanimous.**
- (B) To approve a bank reconciliation
- Cllrs Simmonds and P Smith Proposed and Seconded that the bank reconciliation be approved. Vote: 13 For, 1 Abstained.**

<b>Balances and Reserves as at 01/04/2018</b>		General Reserves		£ 159,588.72		
		<b>Land Sales Costs Reserve Legal/Survey Fees</b>		£ 5,000.00		
		<b>Vehicle/Plant Relacement Reserve</b>		£ 28,000.00	£12,250	to be deducted
		<b>Election Reserve</b>		£ 6,000.00		
		<b>Environment Reserve (Carpark)</b>		£ 2,500.00		
		<b>War Memorial Reserve</b>		£ 2,000.00		
		<b>Total Reserves of the Council as per the Annual Accounts</b>		£203,088.72		
<b>Month end 11th Oct 2018</b>		<b>Latest Bank Balances</b>				
		Nationwide Savings Account		£100,000.00		
		Business Select Instant Access 10/10/2018		£208,515.43		
				£308,515.43		
			<b>Invoice N</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
Salaries/Wages - Month 6 & Weeks 23-26	Environment			£ 3,111.69		£ 3,111.69
	Bar Staff			£ 233.44		£ 233.44
	Bar Manager			£ 345.63		£ 345.63
	Events Manager			£ 797.84		£ 797.84
	Hall (Incl caretaker)			£ 1,325.03		£ 1,325.03
	General			£ 2,460.89		£ 2,460.89
B&CE Holdings	Pension Contributions			£ 245.39		£ 245.39
HMRC - Tax/NI Contributions Month 6				£ 1,576.11		£ 1,576.11
	<b>Total Salaries/Wages/PAYE</b>			£ 10,096.02	£ -	£ 10,096.02
<b>Purchases/Invoices</b>	<b>Description</b>					
Paints4trade.com	Black Paint			£ 203.97		£ 203.97
A Evans	Mileage Claim			£ 42.30		£ 42.30
Emma Stanger	Expenses - Card & Washing table cloths			£ 13.90		£ 13.90
Emma Stanger	Halloween party decorations			£ 43.83	£ 7.57	£ 51.40
L Wame	Note checking machine			£ 10.79	£ 2.16	£ 12.95
L Wame	Camera SD card, balloons			£ 7.50		£ 7.50
L Wame	Community club promo			£ 45.88		£ 45.88
Ellen Stanger	Tools for Coronation Park gate			£ 47.55	£ 9.51	£ 57.06
Batchglow	Shotblasting for Coronation Park gates			£ 140.00	£ 28.00	£ 168.00
Emma Stanger	Prizes etc. for Halloween party			£ 23.20	£ 0.48	£ 23.68
Popply Appeal	30 x event poppies			£ 90.00		£ 90.00
Ellen Stanger	Wet/dry vacuum for Lyric			£ 78.48	£ 15.69	£ 94.17
E Stanger	Batteries for Lyric microphones			£ 8.50		£ 8.50
A Evans	Petty Cash Top-up			£ 100.00		£ 100.00
Amazon	Fire exit signs			£ 13.66	£ 2.75	£ 16.41
Amazon	Till rolls for card machine			£ 6.35		£ 6.35
HM Wainwright	Fuel	9		£ 179.84	£ 33.97	£ 213.81
I-Safe	H&S Consultancy	3722		£ 325.00	£ 65.00	£ 390.00
Torne Valley	Cemetery Supplies	SIN066619		£ 123.18	£ 24.62	£ 147.80
RMCB	Recruitment Advert	1.15E+08		£ 100.00	£ 20.00	£ 120.00
Arco Ltd	Safety trainer	9.33E+08		£ 47.99	£ 9.60	£ 57.59
AVL	Replace crossover system (Lyric sound)			£ 150.00		£ 150.00
Beecroft Memorials	6 x concretes			£ 72.00	£ 14.40	£ 86.40
Beecroft Memorials	Desk plaques			£ 104.25	£ 20.85	£ 125.10
Beecroft Memorials	Desk plaques			£ 315.00	£ 63.00	£ 378.00
Beecroft Memorials	Desk plaques			£ 315.00	£ 63.00	£ 378.00
Torne Valley	Misc supplies re fence painting			£ 49.76	£ 9.92	£ 59.68
PHS	Sharps Container	66149932		£ 1.85	£ 0.37	£ 2.22
Granwax	Floor cleaning products	13002		£ 148.30	£ 29.66	£ 177.96
HB Clark	Bar supplies	527957		£ 292.65	£ 58.53	£ 351.18
Flourish New Media	Lyric lighting - 22/9/18			£ 50.00		£ 50.00
M & C Elliott	Gravedigging fees Sep 18	13		£ 270.00		£ 270.00
PSB Stocktaking	Bar Audit			£ 80.00		£ 80.00
Contact Electrical	Additional sockets in bar area	6104		£ 90.00		£ 90.00
Rackfords	Cemetery supplies	67524		£ 96.42	£ 19.29	£ 115.71
Ryton DIY	Misc cupplies incl topsoil and new grotto parts			£ 360.00		£ 360.00
HM Wainwright	Fuel	9		£ 148.18	£ 21.54	£ 169.72
Microshade	Monthly fee	11124		£ 157.80	£ 31.56	£ 189.36
HB Clark	Bar supplies	533772		£ 563.51	£ 112.70	£ 676.21
I-Safe	H&S Consultancy	3748		£ 325.00	£ 65.00	£ 390.00
Torne Valley	Cemetery Supplies	SIN068575		£ 77.74	£ 15.55	£ 93.29
Iris	Auto Enrolment	1313925		£ 12.32	£ 2.46	£ 14.78
British Gas	Gas Usage - Lyric			£ 156.58	£ 7.82	£ 164.40
Iris	Monthly Contract	478082		£ 6.16	£ 1.23	£ 7.39
Iris	Auto Enrolment	1304149		£ 12.32	£ 2.46	£ 14.78
EE	Mobile Phones			£ 72.00	£ 14.40	£ 86.40
Water Plus	Used and surface water drainage	JV0172538		£ 195.20		£ 195.20
Co-op Bank	Sweep Fee			£ 30.00		£ 30.00
BT	Phone & Broadband (Quarterly Bill)			£ 251.70	£ 50.34	£ 302.04
Iris	Monthly Contract	486895		£ 6.16	£ 1.23	£ 7.39
	<b>Total Other Expenditure</b>			£ 6,061.82	£ 824.66	£ 6,886.48
	Total Purchases/Payments Check Sum					£ 6,886.48
	<b>Total of Wages, Salaries and Other Expenditure</b>					£ 16,982.50
	<b>Income - July &amp; Aug 2018</b>					
	<b>Lyric Bar Takings</b>			£ 2,514.58	£ 502.92	£ 3,017.50
	<b>Lyric Bookings</b>			£ 620.00		£ 620.00
	<b>Lyric Promo</b>			£ 85.60		£ 85.60
	<b>Cemetery</b>			£ 4,300.00		£ 4,300.00
	<b>Allotments</b>			£ -		£ -
	<b>Misc - Sept - Tubz</b>			£ 51.48		£ 51.48
	<b>Dinnington Rugby Club</b>			£ 250.00		£ 250.00
	<b>Grants</b>			£ -		£ -
				£ 7,821.66	£ 502.92	£ 8,324.58
	<b>SUMMARY</b>					
	<b>Total Salaries/Wages/PAYE</b>					£ 10,096.02
	<b>Total Other Expenditure</b>					£ 6,886.48
	<b>Lyric Receipts (Bookings and Bar) - Inc VAT</b>					-£ 3,637.50
	<b>Cemetery Income</b>					-£ 4,300.00
	<b>Miscellaneous Income</b>					-£ 51.48
	<b>Allotment Income</b>					£ -
	<b>Dinnington Rugby Club</b>					-£ 250.00
	<b>Grants</b>					£ -
	<b>Total Net Expenditure (+) and Income (-)</b>					£ 8,743.52

**136/18** To approve the minutes of the meetings of the Council held on:

(A) 15<sup>th</sup> October 2018

Item 128/18(H) – Cllr Hart queried the wording of the minutes as she recalled a unanimous vote. The Clerk to check and amend the minutes if required.

**Cllrs Hart and Simmonds Proposed and Seconded that the minutes be approved as a true record following the amendment. Vote: 13 For, 1 Abstained.**

**137/18** To consider any matters raised in the Public Session. - None

**138/18** To consider/approve the following planning applications:

(A) New planning applications

Planning Reference	Details	Consultation End Date
RB2018/1501	Erection of 1 No. dwellinghouse with integral garage & access land to rear of 140 Swinston Hill Road Dinnington	20/11/18
RB2018/1573	Demolition of existing garage and outbuilding and erection of detached annexe 74 Lidgett Lane Dinnington	12/11/18
RB2018/1618	Change of use of existing car workshop to 3No. retail units (Use Class A1) 68B Laughton Road Dinnington	20/11/18

Members had no planning based objections to the above applications

**139/18** Booking Concessions and Donations:

(A) Nil

**140/18** For Members consideration and decisions:

(A) To agree 2019 meeting dates

Following amendments to the original draft, all dates were agreed. Where The Lyric cannot be used for meetings, the Salvation Army Hall will be used. Meeting details to be published on council website and noticeboards.

(B) DSJTC Yorkshire Local Councils Association Representative

Members were advised that, as any Councillor can attend, a specific representative was not required

**141/18** Park Avenue Cemetery/Lyric Theatre/Allotments/Land:

(A) Update report from Lyric Management Working Group – No meeting had been held since the last council meeting.

(B) Office dilapidations claim update

The Clerk advised Members of Johnstone Press' current financial situation and how this could adversely affect the claim, and asked Members if DSJTC should seek legal advice. Members agreed that DSJTC should take all appropriate steps to try and receive this claim.

**Cllrs Scott and Russell Proposed and Seconded that legal advice be sought. Vote: Unanimous**

(C) To decide on Lyric signage

Members discussed preferences on the signage

**Cllrs Loftus and Milner Proposed and Seconded that a Mid Duty Wall Mounted Banner with a plain background be purchased. Vote: Unanimous**

**Cllrs Russell and Adams Proposed and Seconded that a Spreader Box not be purchased. Vote: 13 For. 1 Abstained**

**Cllrs Scott and Cruickshanks Proposed and Seconded that the van signage be purchased. Vote: Unanimous**

**Cllrs Russell and Adams Proposed and Seconded that the Acrylic leaflet holders be purchased. Vote: 13 For. 1 Against**

- (D) To discuss Lyric hire charges

As a list of alternative charges had not yet been completed, item to be deferred to the next meeting

- (E) To discuss options re trees in Coronation Park

To be discussed with Item 141/18(J)

- (F) Allotment strip disposal update

The National Allotment Society had given their agreement and the disposal request had gone to the Dept of Communities & Local Government, so the disposal was progressing.

- (G) To discuss Lyric improvements (Cllr Loftus)

Cllr Loftus reminded Members that the Rostra equipment is not only getting old and needs maintenance, but that it takes up a lot of storage space, when it only gets used a couple of times a year. Cllr Loftus suggested DSJTC sell the Rostra equipment to a regular Theatre user who could then store, maintain and insure the Rostra for their own use.

**Cllrs Loftus and Scott Proposed and Seconded that the Rostra be sold. Vote: 11 For. 2 Against.**

- (H) To discuss Lyric catering

Members agreed that appropriate catering equipment, crockery and cutlery were required in order to provide an appropriate level of service to potential users and hirers. The LMWG was to provide full costings to be included in Precept discussions.

- (I) To discuss The Lyric charity status

Following a recent LMWG suggestion of the Lyric becoming a charity, the Clerk advised Members of the pros and cons of the Lyric becoming a separate charity. Members discussed the option of having a 'Friends of The Lyric' charity, that the Lyric Manager and Bar Manager should be given a chance to increase business and that a charity status would be legally treated as a business.

It was decided that the LMWG look at all options and report back to the Council.

- (J) To discuss a partnership agreement between DSJTC and Dinnington Colliery Old Boys

Cllr P Smith advised Members that DCOB's had applied for a Heritage Lottery Grant for the Miners' Memorial, but that the money would also be used to improve Coronation Park. A consideration for being awarded the grant was that the Memorial would continue to be maintained should DCOB's cease to exist and a partnership agreement between DSJTC and DCOB was therefore required to cover this as part of the grant application process.

**Cllrs Scott and Simmonds Proposed and Seconded that DSJTC created a partnership agreement with DCOB to cover future maintenance of the Miners Memorial. Vote: 12 For. 1 Against. 1 Abstained.**

**142/18** Dinnington Town Council Grants:

- (A) To decide on a grant request from the Adult Learning Disabilities Club

Kevan Roe from the Adult Learning Disabilities Club explained to Members how the club was run, the benefits to its users, how they rely on fund raising to help keep the club financially viable and how those funds are spent.

**Cllr Loftus Proposed that £600 be given to the Adult Learning Disabilities Club. Cllr Hart Seconded. Vote: 11 For. 3 Abstained.**

(B) To decide on a grant request from the Lyric Players – no longer required

143/18

General Matters:

(C) Neighbourhood Plan update including review/approval of draft Neighbourhood Plan (Chair)

Cllr D Smith (Chair) advised Members of key considerations in the Plan, that the full public consultation was planned to begin on 24<sup>th</sup> November for approx. 6 weeks and open days would be held in December. RMBC are trying to delay the Neighbourhood Plan, but DSJTC will fight this.

Cllr D Smith requested Members agree the draft Neighbourhood Plan and in particular a funding application to Homes for England to cover the cost of surveys for social housing to be built on the old Scarsdale allotment site

**Cllrs Russell and Loftus Proposed and Seconded that the Neighbourhood Plan and application for funding be agreed. Vote: Unanimous**

(D) Area Housing Panel update – next meeting not until 14 Dec.

(E) Where We Live Group Update – No update from Borough Councillors

(F) Staffing Committee update – To be moved to Private Session

(G) To discuss the ‘running list’ of outstanding items

The Clerk updated Members on the status of all outstanding items

**STANDING ORDERS WERE SUSPENDED AT 9PM IN ORDER TO COMPLETE THE MEETING AGENDA.**

(H) To agree councillor involvement in the Christmas Festival

Some Councillors had already volunteered to take on roles at the event. The Assistant Clerk asked if more Councillors would be involved in this Community Event and to let her know.

(I) To receive complaint responses from South Yorkshire Police

It was noted that two responses had been received and DSJTC would await the full response from the Police and Crime Commissioner.

(J) To agree a staff Christmas bonus – moved to Private Session

**Cllr D Smith (Chair) Proposed that items 143/18(F) and 143/18(J) be taken to Private Session. Cllr Loftus Seconded. Vote: Unanimous**

143/18 (F) Staffing Committee update

(a) The recent complaint had been resolved and Cllr D Smith (Chair) wished to thank Cllr Scott for his work on the investigation.

(b) A member of staff had not turned up for work and DSJTC had no communication from them since. A temporary member of staff has been employed to cover.

(J) A staff Christmas bonus was agreed.

Date and time of next meetings:

(A) 10<sup>th</sup> December 2018 at **7:00pm** at The Lyric, Laughton Road, Dinnington

D SMITH  
Chair  
Dinnington St John's Town Council

Date: