

**DINTON PARISH COUNCIL**  
**Minutes of the Annual Parish Council Meeting**  
**Held on Tuesday 31st May 2022 at 19.00**  
**at the Village Hall, Dinton**

**Present:** Parish Councillors: B Wayman, P Church, N Najjar.

**Members of Public:** 13

**Minutes:** Mrs Clare Cotterell (Locum Clerk/RFO)

*The meeting started at 19.00, all Cllrs signed their Declaration of Acceptance of Office forms prior to the start of the meeting, witnessed by the Proper Officer.*

**Item Minute**

1. **Election of Chairman** – Cllr Church proposed Cllr Wayman as Chairman, seconded by Cllr Najjar – **Resolved** - Cllr Wayman was elected as Chairman and signed the Declaration of Acceptance of Office of Chairman.
2. **Chairman's Welcome and Public Participation** *(for a period of a maximum of 15 minutes at the discretion of the Chairman)*  
The Chairman welcomed all to the meeting and gave an explanation of the Order (under s91 Local Government Act 1972) by Wiltshire County Council appointing 3 Wiltshire Councillors to Dinton Parish Council after all members of Dinton Parish Council had resigned.  
  
Mark Dawkins, Secretary to the Dinton Recreation Ground Trust read a statement *(see Appendix 1)*.  
A discussion took place regarding funding, including the approved £4,800 from the Parish Council – the Chairman advised that she was still waiting to hear from the bank regarding a change in the bank signatories before cheques could be issued and the approved grant could be paid. There was also discussion around CIL monies already received by DPC, thought to be in the region of £3,600, and community engagement with villagers to obtain views on where CIL monies could be spent.
3. **Apologies for Absence** – None.
4. **Declarations of Interest**  
To declare an interest in any items of business on this agenda – None.
5. **To agree the accuracy of recent Parish Council Minutes** – There were no available minutes to approve from the meeting held in March.
6. **Wiltshire County Councillor Report**  
To receive County Cllr report.  
Cllr Wayman confirmed that over the Jubilee weekend bins will be emptied as normal and recycling centres will remain open.
7. **Internal Audit Report**  
To receive the Internal Audit Report 2021/22 and approve an action plan – Cllrs received the letter and internal audit report from J K Murray and reviewed a draft action plan.  
Cllrs approved the action plan *(See Appendix 2)* – **Resolved** – Proposed Cllr Wayman, seconded Cllr Church, all agreed.
8. **Finance**
  - a) To propose acceptance of the financial statement for the period 1<sup>st</sup> to 30<sup>th</sup> April 2022 – **Resolved** - Proposed Cllr Wayman, seconded Cllr Najjar, all agreed.
  - b) To approve payment for end of year services and compensation payment for breach of contract:–  
End of Year Services – Cllrs reviewed the contract with Mrs Camilleri for the delivery of year end services, including end of year accounts to March 2022, process and submit HMRC VAT reclaim for 2021/22, conduct pre audit health check, arrange an internal audit for DPC, prepare all AGAR documentation for 2021/22 for Council sign off and create templates for DPC. Cllrs agreed that the Chairman will send a letter to Mrs Camilleri requesting written

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confirmation that all the contracted services have been completed/delivered. Once this confirmation has been received the invoice for £1,790.00 will be paid – **Resolved** - Proposed Cllr Wayman, seconded Cllr Church, all agreed.

Breach of Contract Compensation Claim – Cllrs discussed the claim for compensation from Mrs Camilleri regarding a perceived withdrawal of offer of employment by Dinton Parish Council. After discussion the Cllrs agreed to take all the evidence to the Monitoring Officer at Wiltshire County Council for advice.

- c) To approve the following Schedule of Payments – **Resolved** – Proposed Cllr Wayman, seconded Cllr Church, all agreed.

<u>Payee</u>	<u>Amount</u>	<u>Cheque No</u>
J K Murray – Internal Audit 21/22	£250.00	
Community First - Insurance - 2022/23	£450.49	
M Camilleri (17052022) (once confirmed completed)	£1,790.00	

**9. Insurance**

To review and approve a quotation for insurance cover, due on 1<sup>st</sup> June 2022.

Quotations were received from Gallagher = £937.72, BHIB = £648.80 or £613.39 (3 yr LTA) and Community First = £450.49 or £427.95 (3 yr LTA) – Cllrs accepted the quotation for one year with Community First at £450.49 – **Resolved** – Proposed Cllr Wayman, seconded Cllr Church, all agreed.

**10. Council policies and documents**

- a) *To be reviewed and adopted:*

Standing Orders, Financial Regulations, Internal Control Procedures, Risk Assessments and Management Schedule, Members' Code of Conduct, Register of Assets, Recording, Photography & use of social media, Freedom of Information and Data Protection Legislation, Employment Policies, Complaints Procedure, Media Policy.

Draft model Standing Orders, model Members' Code of Conduct, draft Internal Control Procedures and model Financial Regulations (with amendments to 4.1 and 4.5 – amended to £1,000) documents were provided for Cllrs to consider – All these documents were reviewed and adopted.

All other documents: – Risk Assessments and Management Schedule, Register of Assets, Recording, Photography and use of social media, Freedom of Information, Data Protection Legislation, Employment Policies, Complaints Procedure and Media policies will be reviewed and amended, or drafted if necessary, during the year and once access to Council files has been established by the Locum Clerk.

**Resolved** – Proposed Cllr Wayman, seconded Cllr Najjar, all agreed.

- b) *To review expenditure under s137 in 2021/22* – The expenditure under s137 for 2021/22 was unavailable to review at the meeting.  
c) *To agree a Schedule of Meeting Dates for 2022/23* – Cllrs agreed the Schedule of Dates for 2022/23 with one amendment to the June date. (See Appendix 3).

**11. Parish Councillor Vacancies**

Notices have been posted on the Parish noticeboards for 4 Cllr vacancies. The closing date for electors to request an election is 20<sup>th</sup> June 2022 – the 3 Wiltshire Cllrs will remain as Parish Cllrs until a sufficient number of Parish Cllrs have been either elected or co-opted to fill the vacancies and for the Council to be quorate. Wiltshire Cllrs will then resign and the new Parish Council will be able to fill any remaining vacancies.

**12. Next Meeting**

Full Council Meeting – 28<sup>th</sup> June 2022 at 19.00 at the Village Hall, Dinton.

Meeting closed at 19.59

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**Appendix 1**

Statement to Annual Parish Meeting.

For everyone who is not sure who or what Dinton Recreation Ground Trust is, we are the very small charity that holds in "Perpetual Trust" the Recreation Ground on behalf of the village of Dinton. Our mandate is to provide, improve and maintain the 7-acre site and buildings at the very centre of the village.

Although we are small charity, we have great ambitions, ambitions that we are now starting to realise for the benefit of the whole community. In fact, I am incredibly pleased to say that after considerable effort on our part and with fantastic help from the community and our supporters. we are flying!!

This year we have been fortunate in obtain a grant of approximately £26,500 pounds to replace the rapidly deteriorating Dick Lyon's play equipment and place new play equipment, in a safer position on the recreation ground. We have consulted with the school and the children of the village as to what they wanted in terms of this new equipment. And after some very clever negotiations we have been able to purchase two exciting, modern, interesting and challenging pieces of play equipment. Exactly what the children asked for and deserve.

We are adding an additional £3,000 of funds raised by the DRGT to help toward the cost of the installation, clearing and making good the old site. Levelling off the two new locations has started and we are again, incredibly pleased to say the new equipment will be installed and ready to use by the start of the summer holidays.

*Dependent on future funding, the Trust is considering additional expenditure of £2500 on surface covering in 2023 to keep the area under the lager play structure maintenance fee and help reduce surface erosion.*

Our next objective is to upgrade the recreation room at the pavilion as it is outdated and no longer fit for purpose. Over recent years we have come to realise there is a functional requirement for the Pavilion to meet the needs of the village not just for sport, but also for greater community use. There is significant potential for the recreation ground to be used for, events, the school, fund raising, charity use, playdates and in the future parent and toddler groups and hopefully the Church.

We estimate that the total costs of the project "at this time" will be in the region £20,000 - £25,000 to be completed 2022 -2023. The refurbishment will include a completely new kitchen and bar area with cooking facilities, new ceilings, lighting and heating. In addition, there will be a new table and chair stacking systems.

To enable us to obtain this objective as it stands, DRGT has raised, and ring fenced £7,500 for the refurbishment. This is an important figure, it may vary, and I need to explain.

Finances

It costs somewhere between £7,500 and £13,500 each year to run and maintain the recreation ground. This is dependent on the requirements for the year, e.g., painting the pavilion or tree maintenance or vandalism for instance, items such as these increase our cost dramatically. Some of this expenditure is unpredictable.

Every year we ask for the Parish Council to cover our basic running cost by way of a grant. We base this on our known costs, grass cutting, insurance, safety inspection and a contribution to standing charges for electricity and water. Last November, we applied to the Parish Council for £4,800 for this purpose. In previous years, the Trust has received significantly less funding that has been applied for. This year for the first time ever! And thanks to the support of some very forward-thinking Councillors, the grant was awarded in full. However, this funding method leaves the Trust with a large balance to find each year. This additional funding is supported by hire fees, donations, fund raising and small grants. It is great deal of extra money to find each year.

It is also particularly important to note that are considerable additional cost that are negated by the assistance we receive quietly by volunteers, contractors, local businesses, Trustees and supporters all of whom donate

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their time, equipment, energy and own money toward our objectives. This is appreciated. (This week alone we have been loaned thousands of pounds worth of plant equipment, as an example)

Back to finances.

As I make this statement, we are holding £10,500 in our current account and we maintain an additional and important capital reserve of £5,000. *It is highly likely we will need to use part of the reserve this year or next.* We have committed this £10,500 to funding projects, although, we may need to reserve the right to change this amount if required.

Hopefully, we will receive the agreed £4,800 grant from the PC this year to cover our basic costs. It is important to highlight that our running cost have risen, owing to soaring inflation. Currently we are covering these unexpected increases, but we anticipate that further increases will continue well into next year, and we will need to raise our grant application for next year. Therefore, our expenditure for this current financial year, if we start work on the refurbishment project, will be very tight indeed. We will be very reliant on SOTG and our own fund-raising efforts.

It is important to note that these figures may change as the Trustees may need to re-evaluate our ambitions and objectives.

The Trust has always been open with the Parish Council that additional assistance and grant aid will be needed to support the objectives of the Trust into the Future. We hope to establish an effective and positive working relationship with the new Council to address some of the significant issues that are present within the community, by providing a safe, engaging and modern facility for the whole community to use.

The Trust would like to take this opportunity to wish the new Council and new Councillors well in its endeavours.

And to end on a high note we are incredibly pleased to announce that last week we won an addition £10,000 grant from the National Lottery. Although, we applied for this funding, and submitted a strong application, we were very surprised to win this bid.

This money is specifically to be used for the refurbishment of the Rec room to enable this facility to be used for community engagement. This means that there is now a total of £17,500 available for this project and we hope that the PC can assist, once established, and help us to achieve this objective.

In real terms over the next 12 months the Trust will be investing over £47,000 in new equipment and refurbishment works at the recreation ground.

Mark Dawkins  
Secretary to Dinton Recreation Ground Trust.

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**Appendix 2**

Internal Audit Action Plan 2022

Matter Raised	Recommended Action
<u>Transparency Code:</u> Documents required to be published on the Council website – AGAR/Asset Register/Public Rights Notice/List of Payments over £100	Access to website to be obtained by Locum Clerk, also access to Council documents, including financial statements, needs to be established – once access established to both website and documents then required documents can be uploaded.
<u>Payroll/Payments:</u> HMRC Registration as employer/Pension requirements/Payment authorisation	Recommend DPC appoints Payroll services when new Clerk/RFO appointed to cover all HMRC requirements and pension requirements. Internal Control Procedure to be adopted to cover proper authorisation of payments, whether by cheque or electronic.
<u>Risk Assessments/Asset Register:</u> To provide or draft Risk Assessments/Asset Register and publish on website.	Documents to be reviewed when located, or drafted if necessary, and published on Council website as soon as practicable.
<u>VAT:</u> VAT reclaim for 2021/22	VAT reclaim to be processed as soon as possible.
<u>AGAR 2021/22:</u> Internal Auditor has asked for copies of Bank Reconciliation and Explanation of Variances	Locum Clerk to provide these once received and ensure that DPC properly approve the AGAR 2021/22 at a meeting and minute it.

**Appendix 3**

Proposed Schedule of Dates 2022-23

*(all meetings will take place at the Village Hall, Dinton and start at 19.00 unless otherwise stated – meeting dates are subject to change).*

28 June 2022

19 July 2022

20 September 2022

18 October 2022

22 November 2022

20 December 2022

24 January 2023

21 February 2023

21 March 2023

18 April 2023

23 May 2023 – Annual Meeting