

Minutes of the meeting of Tow Law Town Council held on **Tuesday 26<sup>th</sup> June 2012** in the Community Centre commencing at 6.30pm

**Present:** Councillors J. Gale (Chairman), A. Blacker, L. Brown, P. Graham, A. Green, R. Grogan, C. Hayton, M. Hird, W. Railton, L. Rowland and L. Taylor

**Also Present:** G. F. Smith (Clerk)

**114/12        Declaration of Interest**

None received

**115/12        Annual Return for year ended 31<sup>st</sup> March 2012**

Members agreed to approve the following sections of the Annual Return:-

a) Section 1 – Accounting Statement

Chairman and Clerk to sign relevant document

b) Section 2 – Annual Governance statement

(answering yes to question 1 to 9) and for the Chairman and Clerk to sign the relevant document

c) Section 4 - Annual Internal Audit report

Members noted that the Internal Auditor had answered yes to questions A to K and attached a report for Members consideration

**116/12        Internal Auditors Report**

Members considered the following points raised by the Internal Auditor:-

**A) Annual Report**

The Precept is still paid by two instalments by DCC. Members agreed for the Clerk to write to DCC/CDALC with a view that they would like to receive the Precept in one amount at the start of a Financial Year.

**B) Funds into a High Interest Account**

Members noted the Council's Reserves, agreed no action

**C) Reserves**

Members agreed to defer this matter to the next meeting of the Finance & General Purposes Committee which was looking at the budget/expenditure for 2012/13 and would be mindful of the point made by the Auditor on a minimum holding of reserves (3/6 months of normal gross expenditure).

**D) VAT**

Members noted the Auditor comments and agreed for the Clerk to meet Sandy Denny (AAP Co-ordinator) to clarify the situation around the reclaimed vat (£1333.34) and see if it can be retained by the Town Council to use towards other approved projects for use by Trex Gym.

**E) Expenditure Vouchers**

Statement of vouchers to be signed by the Chairman and attached to the appropriate Minutes.

Authorisation of vouchers 109 to 110 dealt with later in the meeting,

#### **F) Insurance**

Clerk to obtain update costs of supplying 2 gateway stones.

#### **G) Donations**

Members agreed the need for appropriate Financial Statements to be included with Funding application forms and all successful applications to complete a monitoring form after the money has been spent (i.e. used for the purpose intended)

#### **H) Millennium Green**

**Members agreed to:-**

- Include the land on the Asset Register
- Include the sit-on lawn mower on the Asset Register
- Establish a separate annual budget for the Land to cover grass cutting and general repairs

#### **I) Other Matters**

- I. Signing of Council Minutes (January to March), signed at the meeting by Councillor Graham
- II. CCTV – matter dealt with by Finance and General Purposes Committee

**117/12**

#### **Members Reports**

A) Road Crossing Patrol at Tow Law (Councillor Grogan)

The Council agreed to support the need to obtain the formula used to calculate the need (or not) for a road crossing patrol in Tow Law, Councillor Grogan to contact DCC and Police for details and report to the next appropriate Town Council meeting. The Council also supported the idea of speeding flashing signs, Clerk/assistant Clerk to obtain prices and maintenance costs and report to the next appropriate Town Council meeting.

B) New Bus Shelter in High Street (Councillor Rowland)

This was now in place

**118/12**

#### **Clerk's Report**

A) Planning Matters

Applications CMA/3/41; CMA/3/43; CMA/3/44 and CMA/3/46

Members wished to object to all of these applications and for the Clerk to contact Wolsingham Parish Council to obtain their views prior to contacting the Planning Officer.

#### **B) Finance Committee**

Next meeting arranged for **Wednesday 4<sup>th</sup> July 2012** at 1.30pm

#### **C) Allotments Committee**

Next meeting arranged for **Thursday 5<sup>th</sup> July 2012** at 2.30pm

#### **D) Zebra Crossing**

Members agreed for the Clerk to write to the County Council's Highways section to request a zebra crossing in High Street (previously turned down by DCC)

#### **E) Accounts for Payment**

Members agreed to pay vouchers 109/110 (2011/12) and vouchers 26 to 28 (2012/13) in the sum of £422.87.

The meeting finished at 8.10 pm