



ALDERLEY EDGE PARISH COUNCIL

Minutes of the Parish Council meeting Held on Monday 11th September 2017

Present: Cllr R Grantham (Chairman), Cllrs C Browne, M Dudley-Jones, G Hall, M Garbett, M Taylorson
Clerk: A Ross
Hall Manager, Assistant Hall Manager
Public 1

Meeting

Commenced: 7:30pm

1. Apologies for Absence.

Cllrs I Higham, C Munro and R Norbury

2. To receive Declarations of interest and requests for dispensation to discuss, or discuss and vote on a matter in which a Member or co-opted Member has a Disclosable Pecuniary interest (DPI).

None

3. Public Participation – A period of not more than twenty minutes will be made available for the public to ask questions or submit comments.

None

4. Minutes of the Parish Council meeting of 14th August 2017.

Approval proposed by Councillor R Grantham seconded by Councillor C Browne and carried.

5. To ratify the Plans Committee minutes of 14th August 2017.

Approval proposed by Councillor M Garbett seconded by Councillor R Grantham and carried.

6. To ratify the Plans Committee minutes of 4th September 2017.

Approval proposed by Councillor M Garbett seconded by Councillor R Grantham and carried.

7. To receive a report from the Clerk.

Noted.

There was a discussion about becoming an affiliate member of the 'Peak & Northern Footpaths Society' at a cost of £22.50 per annum. All were agreed that the Clerk should arrange membership as it was a small amount of money and could be useful for any future footpath issues.

Cllr Browne confirmed that he would attend the Wilmslow Town Council Civic Service on 24th September.

8. To receive a report from the Hall Manager.

Noted.

The Hall Manager summarised the August events and what was planned for September. There will be a piece in the Wilmslow Guardian covering the allotment show and they are looking to do more stories around the Festival Hall and its history. Cllr Hall suggested a press release for the appointment of the Assistant Hall Manager and Catherine agreed to draft some words for the next management meeting.

There was a discussion about the hall hire income and the fact the year to date income is down on the budget figures. It was confirmed that the pricing structure had been reviewed and hopefully there will be an up-turn in revenue in the coming months. Training has been arranged for the hall manager/assistant hall manager in the use of the staging lights, these can then be rented out for events. Catherine was asked to document an instruction sheet for the lights which will be added to festival hall manual and to create a 'wish list' of items for the hall that the Festival Hall Advisory Committee can look into.

Work is being started on updating the website/social media accounts to increase the profile of the hall.

There was also a discussion about the need for a new booking system.

9. To approve accounts for payment in the total amount of £12845.85

Approval proposed by Councillor R Grantham seconded by Councillor M Dudley-Jones and carried.

10. To approve budget for Festival Hall launch party up to a maximum of £3500.

After discussion it was agreed the amount requested be reduced to £1750

Approval proposed by Councillor G Hall seconded by Councillor M Garbett and carried.

11. To discuss the issues raised by the internal auditor with the proposed follow up action.

The issue raised were discussed:

The Parish Council was asked to seek a decision from the external auditor as to the accounting treatment of the £500,000 contribution from NHSE towards the medical centre

-The external auditor didn't raise this as an issue and offered no opinion, the Parish Council therefore agreed they are happy to treat it as a capital grant.

The PC needs to approve a reserves policy and 5 year MTFP

-It was agreed the 5 year monthly cash flow spreadsheet would be the starting point for the MTFP and that the clerk alongside Cllrs Garbett and Hall would produce a full MTFP and reserves policy to bring to a future Parish Council meeting for approval.

The PC needs to consider if they wish to raise the fidelity cover

-All councillors were agreed that there were sufficient internal controls in place to mitigate the risk and were happy to keep the current level of provision at £250,000

Regular reconciliation of the EPOS system to the ledger

-implemented and all bar income tallies as at end July

Ensure all income/expenditure incurred by Emersons in relation to facilities management is correctly posted

-the clerk will arrange a further intermediate audit in the next months and ask the auditor to check the journal entries before they are posted.

Interim audit:

1. CJ implemented
2. CJ implemented
3. The updated Financial Regs have been approved to cover this
4. Implemented
5. Implemented

12. To approve the signed annual return from the external auditors BDO. No issues arising.

Approval proposed by Councillor G Hall seconded by Councillor R Grantham and carried.

13. Reports from Councillors.

Cllr Dudley-Jones reported that the annual allotment show was a success and the Shell Cup was handed to the Britain in Bloom team.

Cllr Browne reported that the snagging issues on Brook Lane following the recent resurfacing were completed on Sunday. The hedgerow on Elmfield Road has been cut back by electricity northwest and the hedgerow on Heyes Lane at South Bank Close has also been taken back. He has also reported the over growth on Annis Road/Davey Lane outside the property known as Low Wood to Premiere Estates who have promised to address the issue. On Monday 27th September Chorley Hall Lane is going to be closed over the bridge in both directions for a day to allow an assessment of the road surface and the structure of the bridge in preparation for the widening of the footpath. This will go out to formal public consultation later this year. Cllr Browne will be attending a meeting of the Area Highways partnership later in the week and will hopefully get confirmation of dates for implementing junction protection at Oakhurst Chase and Brook Lane as well as the introduction of the limited waiting parking bays at the top of Moss Road and Heyes Lane. At the meeting he will raise the issues raised in the highways hour relating to The Circuit. He has requested that the footpath on West Street is considered for capital funding in 2018/19, and has previously asked about Stevens Street and Moss Lane, he will know the outcome in March 18.

Cllr Hall gave an update on the Festival Hall (report attached) and asked the Parish Council to consider touching up the paint work in the hall and emerson suite.

Meeting Closed: 8.45pm

ACTION SUMMARY

Undertaken By	Detail	When For

Councillor R Grantham
CHAIRMAN