

Blakelaw and North Fenham Community Council



Meeting held at:
The Community Room
Moorland House, Moulton Place
Blakelaw, Newcastle upon Tyne
NE5 3RY
Tel: 07588154441
E-mail: bnfcc@outlook.com

Chairperson of Council: John Wears
Clerk to the Council: Helen Richardson

MINUTES OF THE COMMUNITY COUNCIL MEETING

DATE HELD: Thursday 14 March 2019

TIME: 6.00 pm

Present:

Councillors: Cllrs Violet Rooke(VR), Ron Clarke(RC), James Gill(JG), Lorraine Birkett(LB) and Rowena Spencer(RS)

In Attendance:

Helen Richardson(HR) – Clerk to the Community Council (minutes)
Margaret Kilpatrick – Resident
Jean McCartney – Resident
Shelley O'Brien – Mad Alice Theatre Company

28/19. Apologies for Absence

Apologies for absence were received from Community Councillors John Wears, Ann Keenan, Ann Fullen, Irene Teasdale and Karen Ferry.

29/19. Declaration of Interests

- Violet Rook – Governor at Thomas Walling School and Governor with the North East Ambulance Service
- Ron Clarke - 165 TARA, Newcastle Community Asset Trust and Trading Arm of Newcastle Community Asset Trust
- James Gill – Board Member of Newcastle Community Asset Trust
- Rowena Spencer – Member of the Standards Board

30/19. Grant Applications

NUFC Foundation Kicks Project - Due to work commitments of the NUFC team this grant application was carried over to the April meeting when they will be able to attend.

Mad Alice Theatre Company – Shelley O’Brien

Violet Rook declared an interest in this application for funding due to her being a School Governor at Thomas Walling Primary School.

Shelley O’Brien(SO) took the Community Council through the theatre company’s application for funding.

SO confirmed that they were looking to take their new production called Rose and Robin which was about an elderly couple reflecting on their lives and how they dealt with loss. This was not just loss as in death but loss as in material things and the different junctions in their lives ie growing old and the loss of their youth.

It was hoped that whilst they would encourage parents to attend the performances they wanted to open up the performances and encourage grandparents to attend.

It was hoped that performances would take place in both primary schools in the area and be performed in November 2019.

SO confirmed that they had also applied to the Arts Council for funding however this sometimes took 2 applications as a lot of organisations were rejected on their first application – this was the main reason for holding the performances around November time.

SO confirmed that the number of people touring with the performance was a stage manager, 2 actors and a number of puppets. SO went on to say that they are hopeful to make a session a minimum of a half day with the performance lasting 1 hour and then holding a workshop for the remainder of the time involving family members.

SO confirmed that they had been very grateful in the past for the funding they had received from the Community Council and felt it was important to ensure that those attending performances were made aware of where the money had come from.

It was also agreed that SO would provide an article for the newsletter when further details had been confirmed.

After a discussion the Community Council agreed they would support the grant funding application in full (£1987).

31/19. Minutes of Previous Meeting and Matters Arising

The minutes of the meeting held on the 14 February 2019 were agreed as a true record and signed by the Chair. There were no matters arising. RC confirmed that the Police had been in attendance Hilton School monitoring traffic congestion.

32/19. Chairs Report to include Correspondence/Planning Applications

There was no chairs report.

All planning applications and correspondence had been sent out when received.

33/19. Police

The Police were not in attendance due to shift patterns. However, once again everyone was encouraged to report all concerns.

34/19. Update from Blakelaw Ward Councillors

No Ward Councillors were in attendance due prior commitments.

35/19. Sub-Committee Updates

Standards Committee – No update.

Communications Group – It was confirmed that the Community Councils social media accounts continued to flourish as were hits on the website, the website would be upgraded to take in to account the withdrawal from Newcastle City council's website . A discussion was held in relation to the up and coming family away days. It was hoped that a visit to Whitby or Scarborough would be planned for June. A poll was currently out on Facebook giving people the opportunity to vote on the location. The meeting discussed locations for the Christmas and summer trips with Edinburgh, Blackpool and the Lake District being a popular venues.

Environmental Group – The next meeting of the sub-group would take place on the 4 April 2019.

Blakelaw Club Football Club Juniors – No update

36/19. Financial Matters

Payments for Approval:-

Bank reconciliation:

As per transactions relating to 15 February 2019 to 14 March 2019

Per Bank:

Account 1	£500.00
Account 2	£34,030.49
Total	£34,530.49

Less: Payments:

PFK Littlejohn LLP – Audit (100578)	£240.00
Helen Richardson – March 2019 Salary(100579)	£454.66
Helen Richardson – Laptop Cover(100581)	£5.00
HMRC - March 2019(100580)	£90.80
Total	£790.46

Closing balance as at 14 March 2019 (account 2)	£33,240.03
Closing balance as at 14 March 2019 (account 1)	£500.00

Review of Asset Register

The Community Council reviewed the current asset register and confirmed that the items included on the register were correct. The value of them was significantly less than stated however it was agreed the register would remain as is.

Review of Risk Register

The Community Council reviewed the risk register to ensure it correctly reflected any risk and any management of that risk.

On reviewing the register the following was agreed(changes in red):

Finance	Banking	L	Very few deposits and never cash deposits; cash in transit and petty cash insurance cover in place
	Loss of petty cash through theft or dishonesty	L	No petty cash kept
	Financial controls and records	M	ADD - Online banking now being used as a preference rather than cheque payments. Online payment authorisation in place. Two signatories on cheques. Internal and external audit, insurance cover in place. Financial transactions checked periodically by two Community Councillors
	Comply with Customs and Excise Regulations	M	VAT payments and claims calculated by Clerk and reviewed by internal auditor
	Sound budgeting to underline annual precept	M	Budgets prepared by Clerk based on previous years trends and known variations. Budgets regularly monitored and reported to Community Council for approval. Reserves policy established and monitored.
	Comply with borrowing restrictions	L	No borrowing likely at present
Liability	Risk to third party, property or individuals	M	(a) Insurance in place for Public Liability, Personal Accident (for employees and members) and Libel and Slander risks Remove DBS checks in place for the majority of

Review of Internal Audit Report

Whilst the report had been reviewed in the past the Clerk felt that a further review should be undertaken to ensure we had either dealt with or were progressing any matters arising. The Clerk confirmed that the items arising in relation to the insurance certificate and VAT reclaim had been dealt with. The correct insurance certificate had been obtained and a claim for VAT had been made covering a period of 3 years. The Clerk confirmed that a further VAT claim would be made in the very near future.

Review of External Audit Report

Whilst the report had been reviewed in the past the Clerk felt that a further review should be undertaken to ensure we had either dealt with or were progressing any matters arising. The Clerk confirmed that the items arising in relation to the AGAR would be amended on this year's submission with the precept and any grant payments being shown in the correct sections of the form. There had also been reclaim for VAT made with a further claim being made in the very near future.

37/19. Any Other Business

No issues raised

38/19. Date and time of the next meeting

The date and time of the next meeting is 11 April 2019 at 6pm in the Community Room, Moorland House, Moulton Place.