



Colehill Parish Council

Mrs Zoe Caddy, Clerk to the Council

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10th April 2024

Dear Member,

You are summoned to attend a Meeting of **Colehill Parish Council** which will be held at **Colehill Village Hall, Cannon Hill Road, Colehill** on **Tuesday 16th April 2024** at **7.15pm**.

Yours faithfully

Zoe Caddy

Clerk

PUBLIC DISCUSSION PERIOD

Members of the public will have an opportunity to raise questions before the meeting starts.

AGENDA

- 1. Apologies for Absence**
To receive apologies for absence.
- 2. Declarations of Interest**
To receive declarations of disclosable pecuniary interests from Members in respect of the following items.
- 3. Chair's Remarks**
- 4. Minutes**
To confirm the Minutes of the Council Meeting held on 12 March 2024 ([here](#))
- 5. Any questions arising from Minutes of 12th March 2024.**
- 6. Committee Minutes**
To receive the minutes of the following Committee:
Highways Plans & The Environment Committee 26th March 2024 ([here](#))
- 7. Internal Auditor**
To resolve to re-appoint Jane Stacey as the Council's internal auditor for the ensuing year.
- 8. Governance Documents Review and Adoption:**
Following a consultation with members of the Governance Working Group, the below documents are recommended for adoption. To review and to resolve to adopt the following:
JPAG – (latest version and changes summary attached)
Risk Register – attached with suggested amendments in red
Effectiveness of Internal Audit – attached with suggested amendments in red

9. Annual Meeting

To resolve that the date of the Annual Council meeting will be on Wednesday 15th May as no venue is available on Tuesday 14th as previously agreed. To also resolve two date changes as the Committee Room was unavailable – 16th July will now be 9th July and 17th December will now be 10th December. These are both full Council meetings.

10. Grant Aid

The following applications have been received (copy herewith).		Previous Grant(s)	Amount Requested
a	Colehill Community Library Ltd (running/utility costs)	£11,000 2016/17 £11,000 2017/18 £11,000 2018/19 £11,000 2019/20 £11,000 2020/21 £11,000 2021/22 £11,000 2022/23 £11,000 2023/24	£13,000.00
b	Colehill Community Library Ltd (new noticeboard)	See above	£1,234.64
c	Girlguiding	£200 2016/17 (Rangers) £300 2017/18 £1,000 2018/19 £600 2019/20 £600 2020/21 £800 2021/22 £350 2022/23 £0 2023/24	£168.00

11. Conflict of Interest with BDO LLP

To confirm whether there is any member with a conflict of interest with the external auditors firm BDO LLP.

12. Licence Application

To resolve whether to make a comment/submit in connection the licence application for Sounds Beautiful Ltd 4 day festival at Gaunts House. Details can be found [here \(dorsetcouncil.gov.uk\)](http://dorsetcouncil.gov.uk)

13. Kyrchil Corner Access Licence Land

To consider a residents request to upgrade/allow an upgrade to the access licence land as follows:

1) The broken timber railings, forming a staggered gate for bicycles & pedestrians. This needs repairing as it is paramount to ensuring safer access by vehicles belonging to occupants of paying licence holders

2) The track is in need of attention for everyone who uses it - four years ago remedial work was carried and needs to be repeated including supply & fill all depressions, compact and grade the track and re-excavate slip trenches for surface water run-off into the woods. Remove any sludge off site.

I can organise & supervise this process again and the cost would be £275.00. I am very happy to undertake this although the track would need to be reasonably dry. If this is not an acceptable proposal, can you arrange for the track to be overhauled by an alternative contractor in the few weeks please.

14. Delegated Decisions

To note the following decisions taken under delegated powers:

Provide refreshments for two community engagement events – total cost £48.38 + VAT

The Chair to make a discretionary £100 donation from the Chair's fund to the charity

Downright Perfect for their kind loan of soft play equipment at the recent Easter event held at the Colehill & Wimborne Youth & Community Centre.

15. Code of Conduct Complaints

To note (as per Standing Order 14) that two Code of Conduct Complaints have been officially lodged to the Monitoring Officer at Dorset Council on 6th March and then subsequently withdrawn on the 13th March. The members concerned with these complaints will be free to disclose the nature and content of the complaints to the Council should they wish to do so.

16. Colehill and Wimborne Youth & Community Centre Administration Support

To revisit and resolve the deferred item at minute number 156.23 at the meeting on 24th October 2023. *To resolve clearer guidelines/boundaries in connection with this arrangement to enable reasonable expectations of office time spent on each entity to ensure clarity for Councillors, Reef trustees and staff.*

To further resolve a scheme of workload and expectations to identify and allocate responsibilities/tasks between trustees and staff encompassing the previously resolved Assistant Clerk job description detailed below:

Responsibilities for The Reef -*To ensure the smooth running of The Reef, Colehill and Wimborne Youth & Community Centre. Specific responsibilities are likely to include (not limited to):*

- *Taking and overseeing bookings using the Hallmaster & FreeAgent systems, issuing invoices & processing payments.*
- *Showing prospective bookers around, answering queries re facilities.*
- *Undertake promotional activity to drive an increase in bookings, and support community events, including use of social media, posters etc.*
- *Establish ongoing relationship with key hirers and encourage feedback from all users.*
- *Overseeing day to day maintenance and longer term improvements, both inside and outside.*
- *Overseeing and inspecting the cleaning work, with emergency cleaning as & when required.*
- *Ensuring the Reef's equipment is maintained and inspected regularly, including formal inspections such as fire safety.*
- *Maintaining a risk assessment for The Reef.*
- *Identifying grant opportunities for The Reef charity.*

Responsibilities for the Council *To provide occasional support the Parish Clerk as required in delivering the Council's work. Specific responsibilities may include:*

- *Working on projects and community events.*
- *Managing parish noticeboards.*
- *Undertaking appropriate training as required including first aid training.*
- *Weekly routine tasks such as visual checks of playground and woods.*
- *Updating the Council's website and social media pages when required.*

Recommended list to follow once formulated by staff on Friday 12th April.

17. Accounts for Payment

To approve the accounts list.

18. Items for Information and Matters for Forthcoming Agenda.