

# Cocking Parish Council Minutes of the Parish Council Meeting on Monday 13<sup>th</sup> May 2013 held in The Village Hall at 6.30pm

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**Present:** , Cllr. S. Redshaw Cllr. R. Marks , Cllr. G. Miles, , Cllr. D. Imlach, Cllr. C.Budd

**In attendance:** Clerk- M. Kirkby, 7 members of the public.

**1. Apologies:**, no formal apologies

## **2. Election of Chairman**

Richard Marks proposed by D Imlach, seconded by G Miles, supported C Budd, abstained S Redshaw.

## **3. Election of Vice Chairman.**

David Imlach proposed by C Budd, seconded by G miles, supported R Marks, abstained S Redshaw.

## **4. Open Letter received April 2013 re New Village Hall Building.**

Summary notes as provided by the Clerk to Parish Councillors and signatories to letter, read out by the clerk.

### **SUMMARY OF COCKING NEW VILLAGE HALL BUILD FINANCE**

**Report May 2013**

Budgeted spend was £180.3K plus vat at 20% totalling £216.3K.

Total Expenditure was (as per Gwen Miles report) £227.2K gross,

Budgeted income was £216.4K actual income received £212.5

Overall difference (overspend) £14.8K.

Additional costs were principally related to kitchen equipment (minuted June 2010) and drainage connection works (including legal expenses).

Funding for the deficit was met by usage of the Parish Council's cash balances, in addition to the original £10K budgeted for this purpose. Cash Balances at commencement of project were some £22K, at end of build; balances had become overdrawn to extent of approx. £3K. That is, the whole overspend was funded from parish council reserves.

The budget was exceeded by a modest amount, as a necessity to complete. Decisions having to be taken by the project volunteers in between Council Meetings.

Actual expenditure made through the Parish Council account was all minuted at subsequent meetings; however, not necessarily specified as ' budget overspend' as all invoices were deemed necessary in order to complete the build.

Hence alterations to the budget for unplanned expenditure do not appear to have been clearly minuted as such.

The project was managed by a group of councillors and parishioners, working free of charge to build a new village hall for the community. Overall accounts have been audited internally and externally on an annual basis, this has included all payments and receipts made on behalf of the Village Hall Build.

Following advice from Sussex Association of Local Councils, the current Parish Council would like to apologise openly and unreservedly for any lack of clarity in prior years minutes.

Comments and discussion that followed highlighted that most overspend occurred in the 8 weeks prior to completion date, there being no Council Meeting in that time. However the whole Council at the time was kept informed by the then Chairperson, in particular that the anticipated 'overspend' would be approximately £15K. It was generally agreed that subsequent minutes were not as clear as should have been, and that more care must be taken in future.

## **5. Matters Arising from minutes not on agenda**

Request that grass be cut before wedding on June 15<sup>th</sup>. D Imlach confirmed 'all in hand'.

## **6. Declaration of interests.**

As an employee of Hyde Martlet Cllr G Miles declared an interest in any matters relating to the 'Croft Development'.

## **7. Minutes of Meeting 8<sup>th</sup> April 2013.**

Agreed and signed, subject to amendment to include the addition that Cllr G Miles had highlighted the incorrect vat reclaim to be resolved re Village Hall.

## **8. Matters Arising from Minutes not on the agenda.**

Clerk requested to follow up on letters as yet not replied to.

Cllr D Imlach reported on progress re SID

## **9 & 10. No reports this month.**

## **11. Planning.**

Decisions and appeal information per agenda. Cllr S Redshaw requested future application and decision data be supplied in precis form, ie only Cocking data. Cllr G Miles requested clerk arrange for Hyde Martlett to attend the Parish Council and provide development update.

## **12. Finance**

New signatory forms had now been completed at Lloyds by Cllrs Miles and Budd. Cheques previously approved were now signed.

First half of precept £6,500 has now been received.

Clerk requested in future to supply Council with finance data say 5 days ahead of meetings.

## **13. Correspondence/Invitations.**

Agreed requests for grants per agenda, be considered at June meeting once vat review outcome reported.

Cllr D Imlach agreed to attend 'All Parishes' Meeting

## **14. Village Hall**

Cllr G Miles reported on key events and operational structure. Detailed report to be forwarded for inclusion in minutes.

## **15. Playground**

Cllr D Imlach reported on meeting with CDC re grant prospects

Painting had commenced

Third quote received for War Memorial work, more detailed analysis required.

## **16. Parish Matters**

No response received yet re Council Vacancy. Second vacancy letter allowing advertisement not yet received.

Agreed if no names by June meeting, consider co option.

Allotments, Cllr Miles reported now only 3 firm candidates, agreed promote via Newsletter.

Cllr S Redshaw offered to contact Gill and finalise Newsletter, taking to print, but requested assistance with preparation for, and distribution.

Cllr D Imlach reported further problems with parking by History column, Cllr Marks agreed to talk to farm manager re remedy.

Clerk requested to contact Simon Knight for up to date quote to cut playing field

Cllr D Imlach recommended 'Chairmanship Briefing' to Cllr marks

Meeting closed 8.10pm

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**REMINDER: NEXT MEETING – MONDAY 10<sup>TH</sup> JUNE**

**Signed**.....

**Date**.....