



Moston Parish Council

Minutes for the Meeting held on Tuesday 2nd March 2021 at 7.30pm Held on zoom

PRESENT Councillors:

A Roscoe (Chair)
D Nixon
S Harrop
P Buckley
T Brooker
J Wray

The Clerk to the Council: Kristine Pemberton

Also present were 2 members of the public.

The meeting started at 19.15

1. TO RECEIVE NOMINATIONS FOR AND TO ELECT A VICE- CHAIRMAN.

Cllr Nixon was nominated. There were no other nominations and therefore Cllr Nixon was elected as the Vice-Chairman.

2. APOLOGIES FOR ABSENCE

None

3. DECLARATIONS OF INTEREST

None

The Chairman of the meeting adjourned the meeting to allow questions from members of the public. There were none.

The Chairman reconvened the Council Meeting.

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 5TH JANUARY 2021

It was resolved to approve the minutes of the meeting of 5th January 2021 a correct record. The minutes were duly signed by Cllr Roscoe as Chairman of the meeting

5. TO DECIDE ON THE STRUCTURE OF MOSTON PARISH COUNCIL MEETINGS FOR 2021-2022

Resolved to accept the proposal attached in the briefing notes

6. TO AGREE ON THE BEST WAY TO UPDATE PARISHIONERS ON COUNCIL ACTIVITIES USING THE WEBSITE AND NEWSLETTER

Resolved to accept the proposal attached in the briefing notes

7. TO RECEIVE AN UPDATE ON PARISH IMPROVEMENT PROJECTS PLANNED FOR THIS YEAR:

7.1 Landscaping (including tree and bulb planting) – Cllr House

No updates

7.2 Relocation of phonebox/ Maintenance of Green – Cllr Harrop

The condition of the path to the phonebox will continue to be reviewed and maintenance may be required later in the year

7.3 Refurbishment of street furniture

Work continues across the parish cleaning and maintaining the signs

8. FINANCES (RFO)

(Details to be circulated prior to meeting where appropriate.)

8.1 To approve payments and receipts

The payments and receipts were received by the council

8.2 To receive the bank reconciliation

The bank reconciliation was received by the council

8.3 To receive expenditure against budget to date

The Council received the expenditure against budget from the Clerk.

9. CORRESPONDENCE

None

10. MEMBERS ITEMS AND REPORTS AND ITEMS FROM CHESHIRE EAST COUNCILLOR IF PRESENT

Future meeting location will be added to the agenda for the next meeting

Cllr Wray provided an update on some changes to the cabinet system and a community governance review

11. ANY OTHER BUSINESS

None

12. DATE/TIME AND PLACE OF NEXT MEETING

The next Moston Parish Council meeting be the Annual Meeting of the Parish Council and will take place on Tuesday, 4th May 2021 and will be held by zoom.

Meeting closed at 19:55

Briefing Notes:

Item 5: To decide on the structure of Moston Parish Council meetings for 2021-2022

Proposal is:

To disband the planning committee

Council meetings will be monthly, continuing on Tuesday evenings

Planning items will be included if needed

Meetings will be cancelled if there is nothing needing to be discussed

Finance updates will be provided every 2 months

AOB is removed from the agenda

Draft minutes will be circulated in the week prior to agenda asking councillors for items to be raised

Any items requiring voting need to be listed on the agenda

Members items/reports can be raised during the meeting and these will be non voting items

Item 6: To agree on the best way to update parishioners on Council activities using the website and/or newsletter

Proposal is:

Cllr Rosce to provide an update for the website after each meeting, this will be shared with councillors 3 days prior to posting in case of any amendments

Encourage all councillors to share updates and add links to information for residents. For example outstanding footpath claims could be listed and then updated whenever new information becomes available

All information needs to be appropriate for sharing and comply with GDPR

Item for 8.1 – Payments and receipts

Payments:

Cheque date or payment date	Type of Transaction	Cheque Number	Recipient	Details	Total Amount
01/01/2021	SO	SO	K Pemberton	Salary	£235.39
01/02/2021	SO	SO	K Pemberton	Salary	£235.39
02/02/2021	Cheque	682	D Nixon	Registry searches and moat path signs	£153.83
28/02/2021	Cheque	683	Netwise	Website hosting	£300.00
28/02/2021	Cheque	684	SPS	05869 Q4	£39.60
28/02/2021	Cheque	685	K Pemberton	Microsoft office 365	£59.99
28/02/2021	Cheque	686	D Nixon	Registry searches	£18.00

Item 8.2 – Bank reconciliation

Bank Reconciliation 0 5 February 2021

MOSTON PARISH COUNCIL

Financial year ending 31 March 2021

Prepared by: Kristine Pemberton, Parish Clerk & RFO

Balance per bank statements as at 5 February 2021	£	£
Current Account (07572433)	£9,111.35	
Reserve Account (at 4 Dec 20)	£5,019.33	
		£14,130.68
Less: any unrepresented cheques		
680 D Nixon	£27.75	
681 slcc	£80.00	
682 D Nixon	£153.83	
683 Netwise	£300.00	
684 SPS	£39.60	
685 K Pemberton	£59.99	
686 D Nixon	£18.00	
		£679.17
Add: any unbanked cash	None	
Net bank balances as at 5 February 2021		£13,451.51

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows

CASH BOOK

Opening Balance	£7,884.64
Add: Receipts in the year	£10,727.02
Less: Payments in the year	£5,160.15

Closing balance per cash book [receipts and payments book] must equal net bank balances above **£13,451.51**

Date	Details	Withdrawn	Paid in	Balance
5 Jan 2021	BROUGHT FORWARD			9,346.74
1 Feb	Standing Order KRISTINE PEMBERTON SALARY FP 01/02/21 30 29013013189718000N	235.39		9,111.35

Item 8.3 – Expenditure vs budget

MOSTON PARISH COUNCIL BUDGET AND EXPENDITURE 2020/2021 to feb 2020

EXPENDITURE	Budget 2020-2021	Expenditure to date (net)	Difference v budget	% of budget spend
Clerk's Salary	£3,000.00	£2,583.00	£417.00	86%
General admin:	£200.00	£59.01	£140.99	30%
Website/ICT costs	£300.00	£503.87	-£203.87	168%
Insurance (Paid annually)	£250.00	£202.29	£47.71	81%
Payroll Costs	£150.00	£158.40	-£8.40	106%
Audit Fees- Internal (paid annually)	£150.00	£133.00	£17.00	89%
Subscriptions	£350.00	£277.20	£72.80	79%
Meeting Room Hire	£150.00	£0.00	£150.00	0%
Training	£300.00	£0.00	£300.00	0%
Planning support (includes reserves)	£6,500.00	£235.20	£6,264.80	4%
Landscaping such as tree and bulb planting	£500.00	£440.67	£59.33	88%
Maintenance of Moston Green	£500.00	£0.00	£500.00	0%
Refurbishment of street furniture	£2,000.00	£432.48	£1,567.52	22%
Parish Improvements				
TOTAL	£14,350.00	£5,025.12	£9,324.88	