

# Hawksworth Parish Annual General Meeting

*incorporating Hawksworth Community Association AGM*

**Meeting held Tuesday 8<sup>th</sup> May 2018 at 7.30 pm**

**Chairman** Chris Bradwell

**Parish Clerk** Neil Smith

**Present :** Brian Asher, Fi Barton, Jane Clayton, Elaine & Gary Cooke, James Counsell, Anne Dunn, Bill Hammond, Alistair Henderson, Nigel Maddison Rowe, Pedella & Robert Monk, Margrete Von Schomberg, Geoffrey Spence, Colin Tomkins,

**Apologies** Margaret Asher, Rosie Counsell, Diana and Ron Edmonds, Sarah Hadfield, Steve Hadfield, Pauline Smith

## **1 Annual Election of the Chairman**

Chris Bradwell willing to stand again. There were no further applications and Chris was re-elected.

## **2 Accounts**

Three sets of accounts were presented to the meeting by Neil. The Parish accounts produced by Neil, and the Hawksworth Community Association (HCA) and Parochial Church Council accounts produced by Steve Hadfield. The meeting thanks James Hollingshead for auditing the HCA and PCC accounts and Anne Dunn for acting as Internal Auditor for the Parish Meeting accounts.

### **2.1 Parish Meeting Accounts**

2.1.1 The Annual Governance Statement was presented for approval by the Meeting. External Auditors, as appointed by Central Government, are changing and have not yet sent us their requirements. We have therefore followed last year's policies; a copy was circulated with the accounts. The meeting approved the statement - Proposed by Anne Dunn and Seconded by Geoffrey Spence.

2.1.2 The accounts for 1 April 2017 to 31 March 2018 also require approval by the meeting and are as follows:

- The Precept received for the year ending March 2018 was £9,920.
- Expenses for the year were £120 auditors' fee. £9,500 transferred to the HCA
- The account balance at 31<sup>st</sup> March 2018 was £682.54.

The 2018/19 Precept of £9,920 was paid to the village at the end of April 2018.

We have also received £3,859 from the Lottery Fund as a grant for our Defibrillator.

The balance at the end of April was £14,461.54

The accounts were approved by the meeting. Proposed by Gary Cooke and Seconded by Fi Barton.

The parish accounts for the year ended 31st March 2017 may be inspected from 4<sup>th</sup> June to 13<sup>th</sup> July 2018 after which they will be sent to the auditors.

## 2.2 Hawksworth Community Association

HCA was set up as a charity to run the village hall and for fundraising in the village. HCA needs to hold an annual AGM and traditionally this is incorporated into the parish AGM (this meeting). HCA Committee of Trustees consists of at least seven people: 3 honorary officers (Chair, Treasurer and Secretary), 4 other members who should include one member of the Parochial Church Council (PCC), and one of the two standing members of the Parish Meeting.

The committee is now made up of: Chris Bradwell (Chairman), Steve Hadfield (Treasurer), Neil Smith (Secretary / Clerk to Hawksworth Parish Meeting), Sarah Hadfield (Churchwarden), Colin Tompkins (Church Architect), Fi Barton, Alistair Henderson and James Counsell (PCC member) .

## 2.3 Hawksworth Community Association Accounts

HCA accounts prepared by Steve Hadfield the Treasurer and audited by James Hollingshead who will issue the report to the charities commission after approval by the meeting. The accounts were presented to the meeting.

For year ending 31/12/17

|                       |             |
|-----------------------|-------------|
| Balance at end 2016 = | £42,418.62  |
| Income for 2016 =     | £ 13,159.33 |
| Expenses for 2016 =   | £ 7,949.96  |

The balance at the end of 2017 = 47,627.99. Income was broadly the same as 2016/7, except there was a transfer from the Parish covering only one year. Expenditure remains restricted awaiting uncertain costs for the church wall and heating. There is a growing list of projects awaiting conclusion of these items. The fund raising activities made a net contribution of £1,357.

2.3.1. The Trustees of the HCA at the meeting are duly approved the accounts and the Trustees report.

## **2.4 Parochial Church Council Accounts**

PCC accounts prepared by Steve Hadfield (PCC Treasurer), audited by James Counsell (Financial Examiner) and already approved by the PCC, i.e. information only tonight to give a total picture of village finance..

For year ending 31/12/17

|                             |          |                 |
|-----------------------------|----------|-----------------|
| Balance at end 2016 =       | £        | 5,269.05        |
| Income for 2017 =           | £        | 5,999.39        |
| Expenses for 2017 =         | £        | 5,134.42        |
| <i>Balance at end 2017=</i> | <i>£</i> | <i>6,134.02</i> |

The balance at the end of 2017 = £6,134.02. In 2017 the PCC paid the Parish Share (£4,380). In support the HCA transferred £4,000 to the PCC. The meeting reviewed the accounts, no comment was made.

Across all three organisations the combined cash balance is currently in excess of £54,500. In the year, broadly the balances increased by £6,300 being the income from the Precept offset by payment of the Group share. There being no major items of expenditure and social events raising funds the costs of operating the church hall were offset by donations and other income. The reserves are being retained to cover the imminent repairs to the churchyard wall and likelihood of building repairs to the church. Once the building is stabilised there are many projects that would enhance the hall as a village facility (see meeting January 2018).

## **3. Hawksworth Community association AGM**

Steve Hadfield - treasurer of the HCA - apologies for his absence tonight.

Thanks to James Hollingshead for the Audit of the accounts. The meeting approved James' appointment to audit in 2018. Proposed Jane Clayton, Seconded James Counsell

Thanks to:

- James Counsell for improvements to the boundary between Hawksworth Place and the Church
- Andy Matthias for dealing with and repairing the burst pipe at the Church
- The Claytons for hosting a very successful Fun Day at Top Farm in 2017

3.1 – Data Protection: Following the Data Protection Act the PCC and HCA now puts their data protection policy on display on the notice board in the kitchen. The three bodies in the village – The Parish Meeting, HCA and PCC – will not share its list of names, addresses and emails beyond residents of the village.

Neil Smith to send email to all on village circulation to confirm they remain happy for the village to hold their email address and receive correspondence.

#### 4. Church Repairs

- **Annual Spring Clean of the Church**

The meeting discussed the Annual Spring Cleaning of the church and agreed to move it to a weekday evening followed by refreshment. **Wednesday 6th June at 6.00pm**. Please help and bring dusters, mops and buckets etc. This has become quite an enjoyable and social event, AND fulfils our obligation for a maintenance contract as required in the terms of various grants previously paid to us. **Your village needs your help please!**

- **Churchyard wall repairs**

The PCC is increasingly concerned with the developing crack in the wall and the likely liability should it fall on someone either from the village or the many summer visitors. As a result, the PCC intends to erect temporary fencing for approximately 10 metres along the grass verge.

Colin confirmed the budget remains £12,500 including fees and contingency. Builders are ready to go mid June but there was discussion around documentation required by Planners and the Diocese. Neil to arrange meeting between Steve H and Colin to address these with aim to start work mid June.

- **Tympanum**

We propose to remove the Norman (c mid 1100s) tympanum / dedication stone from the exterior wall of the church tower and re-site it inside the church to protect it from further

deterioration due to exposure to the elements. The exterior wall would be made good with a copy.

Anne Dunn is still awaiting a conservation report and method statement from the stone specialists (not for want of trying !) which, together with the beatitudes restoration documents will be used to get a faculty (equivalent to planning permission) from Southwell Diocese.

Alistair will be looking into getting funding grants. Around a third of the cost might be obtainable from Notts Historic Churches Trust and the Lady Hind Trust. Anne will help identify sources of funding once report is complete.

## **5. Other Projects**

- **History Documents and Book** -Anne and Gary updated the meeting on progress. The writing is 90% complete. Sample chapters have already been circulated around the village.

Printers have been identified and format, style etc agreed. The cost for printing will be c£2,500 for 100 copies. The books will be sold at a price to at least cover the cost. The meeting approved this expense and number of copies. The meeting will provide the finance for the printing, and recoup the cost of sales.

The ongoing storage of valuable village documents was also discussed. Having the information therein made available to the village in the book it was agreed the documents are best stored in the Nottingham Archive. Anne to arrange transfer once book complete.

- **Defibrillator** – As noted above we have received our grant from the lottery fund. The defibrillator has been ordered and will be installed in the telephone kiosk by the end of May. Signage will also be put in place along Main Road.

Awareness sessions will be held shortly after installation – these are aimed to help everyone to use the machine should the need arise.

Thanks to the lottery for funding the machine and the first 5 years of the maintenance contract. Thereafter it is £160 per annum.

- **Church Heating** Since the January meeting six forms of potential heating have been carefully considered and were reviewed by the meeting. The meeting agreed the following:
  1. The concept of heating the church 24/7 seems illogical and difficult to support from aesthetic, cost and environmental points of view.
    - a. A wet system – pipes and radiators – would require a boiler powered by oil or gas. Oil and gas require tanks which would be very difficult to site within the church yard.
    - b. An electric heat storage type radiator system would require 10 or 12 fairly bulky radiators mounted low down and would again require running 24/7. Underfloor heating has also been considered but even if we wanted to lose our tiled floor this would also require running 24/7.

The meeting agreed the above not appropriate to our needs.

2. Radiant Heaters – remains the other option. The various forms were discussed and it was agreed the wall mounted flat panels appeared to be the best option on cost and visual impact. The meeting requested
  - a. The whole church, including the chancel, be heated.
  - b. The existing heating to be removed
  - c. Existing lighting to be repaired / replaced with LED lights whilst access equipment available
  - d. The work be completed before the end of summer

Chris to progress finalisation of the costings and work. A budget of £10,000 was approved by the meeting for the purchase, installation and associated works. The meeting will be consulted if costs are in excess of this.

- **External Lighting of the Church** No action since last meeting
- **Traffic Speed Through Village** - It was noted that speed signs are now available for private/council purchase. They cost around £1800-2000 each. The meeting discussed the potential use and decided not to progress with this.

Some of you may be aware that the police have recently started using hand held speed guns in the village.

## **6. Planning Summary**

### **Applications approved since the 2017 AGM: The village is happily not static!**

- Anne Dunn – Orchard Cottage Extension
- James & Rosemary Counsell – Hawksworth Place landscaping
- Andy & Christine Matthias – New access road
- Richard & Fi Grant – Single storey extension to garage at Methodist Chapel

### **Applications Pending:**

- Norman Jowett at RBC Planning Dept consulted today. He is not aware of any local planning applications which might concern us. He advised that the travellers site at Screveton has gone to appeal. No date has yet been set. Enforcement action and the planning refusal are both being appealed against.

## **7 Hawksworth Fun Day**

Robert & Pedella Monk have confirmed their kind and generous offer of hosting a village event this year although the earlier idea of using their wedding tents is not now available as the wedding will be using them on the Sunday too.

### **The Fun Day will now be Saturday 11<sup>th</sup> August**

It will be a new format this year. A committee is needed to plan this event. Alistair has sent out emails asking for volunteers – please get involved and help put on this event. First meeting of the planning committee will be 7.30pm Wednesday 23<sup>rd</sup> May at The Manor

- 9 Glazing** It seems there is only Pope and Parr in Nottingham who can mend leaded light windows. Chris to progress sourcing a repair.

## **10 Notes of Thanks**

As ever, to Steve Hadfield for keeping the churchyard always looking so well cared for and for overseeing so much to do with our church, churchyard and village in general.

To Chris Bradwell for clearing and reseeding the verge on Main St

## 11 Broadband Update

After an initial surge in activity it would appear BT/Open Reach are struggling with connections for a majority of the village. It was agreed no action at present as work planned for the end of May.

## 12 Any Other Business

- **Purge the Verge** – Following the successful clearance last year and the postponement due to snow in March we will do a verge clearance on **Wednesday 13<sup>th</sup> June – meet at the church at 6.00pm.**
- **Dog waste bins.** This has been discussed at a previous meeting. The note circulated the village has had limited impact, leaving the presumption the majority of the problem is from those outside the village. Margrete shared the experience from Edingley where dog waste bins had little impact on the issue except in the very near vicinity of the bins.
- **Right to attend meetings** – because of the small size of the village, we do not have a Parish Council. Instead Hawksworth has a Parish Meeting and we hold a minimum of 2 meetings a year. Everyone is most welcome to attend and all those on the Electoral Register for Hawksworth can have a say and vote on issues raised at the meetings.

Contacts for further information:

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Minutes produced by:

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Chris Bradwell



Clerk to the Parish Meeting

Chair of the Parish Meeting