



MENDLESHAM

Parish Council

REPORT & ACCOUNTS

for the year 2015-2016

Tel: 01449 766139 • Email: parishclerk@mendleshampc.org
www.mendlesham.onesuffolk.net

Mendlesham Parish Council is an elected tier of local government. The parish covers the villages of Mendlesham and Mendlesham Green and surrounding hamlets/ properties.

Eleven Councillors are elected every four years to represent the community, improve quality of life and the local environment. A Chair and Vice Chair are elected from the Councillors on an annual basis. A Clerk is employed by the council as an advisor, administrator and responsible finance officer.

The Council is funded from the "precept" which is the money collected from local tax payers via the Council tax bill issued by Mid Suffolk District Council and monies received from its own activities/ rental income from property owned.

Meetings of the full Parish Council are held normally on a four/six weekly basis with details published in advance, on the web site, in the monthly village newsletter and on the noticeboards located at the Scout Hut, Mendlesham Green and opposite The Old School Room, Mendlesham. All Parish Council meetings are open to the Public and there is always a Public Forum as part of each meeting. Members of the Public are extremely welcome.

Property owned includes the Scout Hut, Mendlesham Green, the Mendlesham Woodland, Meadow behind the Mendlesham Green Baptist Chapel and areas of allotment land at Mendlesham Green.

Services provided by the Parish Council either directly or indirectly, include management of Mendlesham Community Centre, the supply and maintenance of Street Lighting, responsibility for the Playingfields at Mendlesham and Mendlesham Green, Extra Street Cleaning, Grasscutting, Litter bins, Dog waste bins, Grit bins, Bus shelter, Noticeboards and Benches.

ANNUAL PARISH MEETING
26 April 2016
REPORT BY CHAIR OF MENDLESHAM PARISH COUNCIL
Cllr Helen Orton

This year has again seen some wonderful community spirit with Mendlesham community groups and individuals working very hard and sometimes very quietly to make things happen. I hope I have not forgotten anything and promise not to go into too much detail, but here are my “headlines” for the year.

Community Centre Rejuvenation Project:

Judith will report on the working party achievements later in the evening, but I think you will all appreciate the improvements that have been made to this room since last year. SCC/D.Cllr Stringer has been incredibly supportive providing £6k in total, from his Mid Suffolk District Council and Suffolk County Council Locality grant funds. Donations from individuals, fundraising events by individuals, the working party and the new Cookery Club have all played their part in helping these improvements to be made. I would like to give a special mention to the Cookery Club which has not only raised around £1500 for the community centre as well as providing cookery classes for our children - thanks to Sylvia and her helpers. Some of this money was spent on what you can now see, but we still have a sum of some £900 for the next stages of the project. With the exception of the soundproofing and blinds/curtain the work has all been completed by volunteers in less than a week. Thank you to all involved.

Neighbourhood Plan : Terry Moore and Pete Dawson have just now explained where we are with our Neighbourhood Plan so all I need to do is to thank both of them, for their skills and the dedication they have shown to this project throughout the last three years. We knew that producing a Neighbourhood Plan was not going to be easy and I think all concerned would agree wholeheartedly with this.

I also need to thank Cllr Exley for his work with both the neighbourhood plan and general planning matters. Planning is something that if the local authorities and ourselves get right no one notices or appreciates the work involved. However, get it wrong and everyone is aware so our Neighbourhood Plan work combined with the thought/work that all the Parish Councillors spend on planning applications is very much appreciated. Thank you.

New Playequipment Project:

I am sure that you will all agree that the result is wonderful and much used and loved by our youngest residents. This is down to the hard work and commitment of a group of young parents supported by other members of the parish as well as village organisations. As a result of these joint efforts we succeeded in just over a year in providing over £25k, for new play equipment and fencing for the Mendlesham Playingfield. There is a report to follow later this evening, so I will say no more except a big thank you to everyone who supported this project.

It is also great to hear that this group of young parents are now focused on raising money for the Friends of Mendlesham School, and already achieving some amazing results in a very short timescale.

New Playingfield project:

We had anticipated this project would be completed last September. However, suddenly the ground conditions deteriorated and we had to put more grass seed, sand and soil on the surface. Fortunately this was paid for by an additional Sport England grant. However, it somewhat scuppered Mendlesham Football Club's plans to use the new pitch this

season which was disappointing, particularly as they had started to install new goals, fencing, etc. Tim Mack is reporting later, but we all hope to see the new pitch in use in the new season.

Other great work over the last year

The Walking Group is going from strength to strength, not only organising walks, producing information, but also working with Suffolk County Council to improve footpaths of the parish.

The Woodland Group led by our Woodland Officer, John Michell, continues to quietly keep the woodland a wonderful place for us all to enjoy.

Brian Gardiner and John Downie continue to quietly keep the playingfields and Community Centre in good and useable order. They are also supported by others who help with skills and time as required. You know who you are and thank you - you are all providing services that save our community hundreds if not thousands of pounds each year and help make Mendlesham such a great place to live.

We have organisations looking after the young, older residents, the religious needs of our community and providing sporting, educational and social activities. Many other individuals are also just quietly doing their bit for the community.

As we look forward, our challenge and focus continues to be the Community Centre/ Playingfield site. The Scouts are also trying to build a new Scout Hut at Mendlesham Green and they too will need our support.

As a Parish Council, we will have eight out of eleven positions filled and would welcome a full quota to help spread the workload and also provide better representation for the community. So if anyone here this evening is interested in knowing more about the role of Parish Councillor please contact any parish council and of course Sharon Jones. To the existing Parish Councillors on your behalf I would like to say thank you for the valuable and often unseen and unsung work that you do also many of you are members of other organisations and do other voluntary work within the community.

Lastly, none of us do what we do for the community expecting awards and outside recognition. However when we do receive them, it is very nice! This year we were shortlisted for the Fields in Trust National Awards held at Lords Cricket Ground. This was for improvements to the Mendlesham playingfield including the new playingfield project and the new play equipment project. We did not win, but were among some extremely large national projects/organisations.

Mendlesham Parish Council, jointly with Wetheringsett-cum Brockford Parish Council were also the Suffolk Association of Local Councils, Parish Council of the Year for our innovative working together, with others, locally, nationally and internationally, for the new USAAF 34th Bomb Group War Memorial.

This is the third time Mendlesham has won this award, or a very similar one, winning in 2010, 2013 and 2015.

On a personal note this is my last year as Chair of Mendlesham Parish Council. I would just like to say that it has been a privilege to hold this office and I would like to thank all the Councillors who have served on the Parish Council during this time for their help and support during these 4 years. I would however like to especially thank Sharon who has been unwavering in her support and patience she has needed a great deal of the latter. Thank you Sharon.

Helen Orton Chairperson of Mendlesham Parish Council

The Village Organisation Award was given to the Play Equipment Working Group for their efforts in researching the views of the parish, fund raising nearly £6000 towards the final £25k that was required, researching equipment providers and then making their final recommendation for the equipment that you will all see on the Playing Field at Mendlesham. This group of parents were able to rise to the challenge and with their energy and enthusiasm helped to bring about a positive outcome after what was a village tragedy. This has been a truly wonderful effort.

The individual volunteer awards went to 2 women who over the years have just got on quietly with helping a significant number of village organisations. They are Sandra Exley and Val Lawes. Of Sandra, it was said "She would always be there at your house if she knew you were in trouble or in need". Of Val it was said, "She is one of the kindest, most unassuming and thoughtful persons I know. Always willing to help others in need and go the extra mile"

This year a long service award was presented to Jim Baker. Jim has played a significant role in developing a number of organisations over the years and he has been a trustee of the Mendlesham Education Foundation since 1964 and Chair from 1989 till 2014. But probably his greatest achievement was as Chairman of the Mendlesham Development Association, which was founded to raise funds for the building of the new Community Centre. Of Jim it was said, "If he was a stick of rock, running through would be family, but the outside label would be Mendlesham".

Congratulations to all 3 of these worthy winners.

Helen J Orton
Chair of Mendlesham Parish Council



Your Parish Councillors as at 1.7.16 are:

Andrew Davey	tel: 07550011831
Mike Exley (Chair)	tel: 01449 766246
Mike Favager	tel: 01449 766007
David Nunn	tel: 01449 767158
Helen Orton	tel: 01449 767741
Madeleine Watson	tel: 01449 766910
Sabrina Webb	tel: 01449 768658
Liz Ward	tel: 01449 766562

The Parish Clerk is:

Sharon Jones, Honeysuckle, Hockey Hill, Wetheringsett, Suffolk IP14 5PL

Telephone: 01449 766139

email: parishclerk@mendleshampc.org

County/District Councillor:

Andrew Stringer tel: 01449 780339

email: andrew.stringer@midsuffolk.gov.uk

or andrew.stringer@suffolk.gov.uk

Mendlesham Parish Council

Summary Receipts and Payments for Year Ended 31st March 2016

Last Year Ended 31st March 2015		Current Year Ended 31st March 2016
	Operating Income	
66,512.44	Income	53,649.63
0.00	Grants	15,769.00
3,815.00	New Playing Field Land	8,874.58
842.78	34th Bomb Group Memorial	0.00
0.00	VAT Data	1,291.68
<u>71,170.22</u>	Total Receipts	<u>79,584.89</u>
	Payments	
3,018.77	Neighbourhood Plan	1,233.54
<u>3,018.77</u>	Sub Total	<u>1,233.54</u>
	Running Costs	
21,873.38	Administration	20,879.18
2,737.04	Grants	2,860.86
8,531.10	Playingfield & Amenity	35,970.65
2,499.20	Street Furniture/Lighting	3,123.59
19,034.27	New Playing Field Land	7,705.84
17,839.85	34th Bomb Group Memorial	466.02
702.76	VAT Data	1,190.24
<u>76,236.37</u>	Total Payments	<u>73,429.92</u>
	Receipts and Payments Summary	
<u>66,734.54</u>	Opening Balance	<u>61,668.39</u>
71,170.22	Add Total Receipts(As Above)	79,584.89
137,904.76		141,253.28
76,236.37	Less Total Payments(As Above)	73,429.92
<u>61,668.39</u>	Closing Balance	<u>67,823.36</u>
	These cumulative funds are represented by:	
61,668.39	Current Bank A/c	67,823.36
<u>61,668.39</u>		<u>67,823.36</u>
	Reserve Balances are represented by:	
-5,066.15	Current Year Fund	6,154.97
34,864.51	General Reserves	41,789.37
2,165.00	EMR Scout Hut Property Demoli	2,165.00
9,781.00	EMRPurch/Works Play Field Land	0.00
4,884.00	EMR Play Field Equipment wp	955.00
11,587.12	EMR War Memorial	11,931.11
454.91	EMR Hard Courts	454.91
1,498.00	EMR Neighbourhood Plan	1,373.00
1,500.00	EMR Asset renewal	3,000.00
<u>61,668.39</u>		<u>67,823.36</u>

**MENDLESHAM PARISH COUNCIL
SUPPORTING STATEMENT TO THE ACCOUNTS AS AT 31 MARCH 2016**

1. BORROWINGS

During the year ending 31.3.13, the Council received a loan advance from the Public Works Loan Board to finance a replacement street lighting project. This borrowing was approved by the Department for Communities and Local Government 1.5.12 ref 2012-13 (10). The original amount of the loan drawn down was £34000 over 20 years, £1129.27 half yearly repayments on 5th January/5 July, with a fixed interest rate 2.93%. The amount of the loan outstanding as at 31.3.16 was £29382.

2. LEASES

At 31 March 2016 no leases were in operation

3. OUTSTANDING DEBTS

At 31 March 2016 amounts of £1190.24 were outstanding and due to the Council. The ages of these debts were:

Less than 3 months old: Refundable VAT – claim still to be received. £1190.24.

4. TENANCIES

The Council entered into the following tenancies/licence :

Under the Agricultural Tenancies Act 1995:21.4.06 Tenant James Pipe re 4.35 acres land at Mendlesham Green. Rental £195pa.

1.4.15-31.3.16 Licensee Mrs Rachel Rozier re 1.20 acres land at Mendlesham Green. Rental £130pa.

1.4.15-31.3.16 Licensee SD and MJ Exley re 2.47 acres land at Mendlesham Green Rental £98.80pa.

5. SECTION 137 /POWER OF COMPETENCE PAYMENTS

Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £7.36 per head of electorate for the benefit of people in the area on activities or projects not specifically authorised by other powers. With an electorate of 1088, the limit for this Council in the year ended 31 March 2016 was £8007.68. No Section 137 Payments have been made in this financial year because the Council passed a resolution on 19th May 2015 that Mendlesham Parish Council was eligible to use the General Powers of Competence (Prescribed Conditions) Order 2012 and until the Annual Meeting of Mendlesham Parish Council after the next ordinary election, Mendlesham Parish Council is eligible to use the Power of Competence.

The following Power of Competence payments have been made:

Payee	Nature of Payment	Amount
Community Action Suffolk	Membership 2015/16	30.00
Suffolk Wildlife Trust	Mendlesham 2015/16	38.00
Street Cleaner	Additional street cleaning	442.11
East Anglian Air Ambulance	Donation	125.00

Suffolk Accident Rescue	Donation	125.00
Suffolk Age UK	Donation	200.00
St Elizabeth Hospice	Donation	200.00
Mendlesham WI	Donation	50.00
Mendlesham & Wickham Skeith First Responders	Donation	100.00
Total		1310.11

Other donations within powers :

St Marys Church Mendlesham	Donation re grasscutting	1000.00
Mendlesham Green Chapel Burial Ground	Donation re grasscutting	305.75
Years ending 31.3.15 and 31.3.16		
Mid Suffolk Citizens Advice Bureau	Donation	200.00
Fields in Trust	Membership 2015/16	50.00
Total		1555.75

6. AGENCY WORK

The Council undertook no agency work during the year ending 31 March 2016.

7. ADVERTISING AND PUBLICITY

None undertaken this year.

8. PENSIONS

The Council did not contribute to any pensions or superannuation schemes.

9. CAPITAL RESERVES:

Mendlesham Parish Council has no capital reserves as at 31.3.16.

10. EARMARKED RESERVES :

Grants held as at 31 March 2016:

There are no grants received during the year ending 31.3.16 that have not been spent during the year.

Earmarked Reserves as at 31 March 2016: £

Scout Hut: Property Demolition Fund

(Ord meeting 7.5.08, name change ordinary meeting 2.4.14) 2165.00

Fund to purchase/carry out initial works re land adjoining Playingfield, School Community Centre	
Reduced £ 9781 to cover 2015/16 net expenditure	0.00
Playequipment fund:	
Reduced by £5,000 (new playequipment 9/15), but increased re 2015/16 fundraising £1071. Balance £955 already committed	
Spring 16 seats/picnic table (Ord meeting 9.3.16 p 1390 6c)	955.00
War Memorial fund :	
Fund as at 31.3.16. Net increase donations/expenditure £343.99 2015/16	11931.11
Hard Courts Fund:	
Ord meeting 2.4.14 (5c,p 1228)	454.91
Neighbourhood Plan:	
Reduced £125 to cover Npiers Health Check less £1000 grant received Mid Suffolk District Council. (Ord meeting 9.3.16 p 1390 6c)	1373.00
Asset Renewal Provision	
Increased £1500 2015/16 provision, not spent. (Ord meeting 9.3.16 p 1390 6c)	
3000.00	
Total earmarked reserves as at 31.3.16	19879.02

The Council has also used the following grants in the year to 31 March 2016:

New Playingfield Project:	
Mid Suffolk District Council part grant	425.58
Sport England Retention monies	4999.00
Sport England additional grant	3450.00
	8874.58
Neighbourhood Plan	
Mid Suffolk District Council grant	1000.00
Street Cleaning Mid Suffolk District Council	982.80
New Playequipment project:	
Awards for All	9769.00
Suffolk County Council Locality Grant	2000.00
Mid Suffolk District Council	2969.00
Suffolk County Council SECF	6000.00
	20738.00
Mendlesham Community Centre Rejuvenation	
Mid Suffolk District Council Locality grant	3000.00
Total	34595.38
Grant funding agreed as at 31.3.16 and to be received	
Mendlesham Community Centre Rejuvenation	
Suffolk County Council Locality grant	3000.00
Total funding anticipated	3000.00

11. CONTINGENT LIABILITIES

The Council does not expect to incur any material contingent losses or costs.

Mendlesham Parish Council has managed Mendlesham Community Centre since 1.4.11 as sole trustee of the Community Centre charity (reg no 304795). Please contact our Booking Secretary, Louise Matthews tel 01449 768082 email steflewmatthews@aol.com if you wish to discuss arrangements for hire of the facilities.

**Mendlesham Community Centre Charity
Chairs and Financial report for the AGM 18.5.16:**

Chairs report:

This year has seen the situation with regard to the charity and building improve. The community has worked extremely hard to support and ensure the building remains fit for purpose.

A Parish Council working party has reviewed many areas requiring attention, some of which have been completed, other areas with work still to be done.

Work completed includes a review to the hire agreement form, research into competing facilities and their fees, decoration of the small hall and provision of new noticeboards, a new facility to show films/presentations, new curtains, more blinds and soundproofing. The Small Hall work cost in excess of £6000, funded by locality grants provided by SCC/MSDC Cllr Stringer and funds obtained via a variety of fundraising activities. The cost of this work was very much kept to a minimum with volunteers undertaking the decoration and refurbishment work.

We now have a Small Hall that is adaptable to suit the needs of all hirers, both adults and children.

Thank you to everyone who has been involved in this work during the past year.

We now need to review where we are and decide our priorities for phase 2, which may include marketing the facilities to attract more hirers, particularly during weekends and school holidays, decoration of the Main Hall and associated areas.

**Mendlesham Community Centre Charity, Financial Accounts
for the year ending 31.3.16:**

The year end 31.3.16 shows an improvement with a year end figure of £12817.37 compared to the year end 31.3.15 £10445.23 which you may recall was not a true reflection of the actual financial position as there were two years payments outstanding to Mendlesham Primary School for the Community Centre share of utility costs.

During the year ending 31.3.16 we have now caught up with the utility costs, paying two years utility reimbursement, £2063 and £2264 and also catching up on our PRPS for music membership which had slipped due to administrative difficulties by PRPS.

Income shown as part of the accounts has increased to £19987.03 (£18371.10) but it is important to note that this increase includes a grant of £3500 (£2000) from Mendlesham Community Council, plus fundraising funds £1291 raised during the year with a balance of £709.47 now held in a reserve for the rejuvenation work so normal hire income is static. The grant from the Community Council continues to support the viability of the building and if possible, there needs to be a move away from reliance on this grant.

Whilst hire fees have been increased from 1.4.16, it is anticipated this will cover inflationary costs rather than provide huge amounts of additional income.

Expenditure shown in the accounts has increased to £17614.89 (£15329.59) but cleaning costs have been reviewed and reduced and with the additional utility and PRPS for music payments made has actually improved.

Cllrs Gardiner and Downie have continued to help with maintenance repairs which make a huge difference to the finances and our Booking Secretary, Louise Matthews provides an excellent service to hirers as first point of contact for the Community Centre. Thank you.

The Community Centre Charity holds ordinary meetings monthly which are open to the public so if you have any issues that need discussing, either speak with Louise or Sharon or come to a charity meeting.

Mendlesham Community Centre Charity

Summary Receipts and Payments for Year Ended 31st March 2016

Last Year Ended 31st March 2015		Current Year Ended 31st March 2016
	Operating Income	
18,371.10	Receipts	19,987.03
<u>18,371.10</u>	Total Receipts	<u>19,987.03</u>
	Running Costs	
15,329.59	Administration	17,614.89
<u>15,329.59</u>	Total Payments	<u>17,614.89</u>
	Receipts and Payments Summary	
7,403.72	Opening Balance	10,445.23
18,371.10	Add Total Receipts(As Above)	19,987.03
<u>25,774.82</u>		<u>30,432.26</u>
15,329.59	Less Total Payments(As Above)	17,614.89
<u>10,445.23</u>	Closing Balance	<u>12,817.37</u>
	These cumulative funds are represented by:	
10,445.23	Current Bank A/c	11,148.37
0.00	Deposit Bank A/c	1,719.00
<u>10,445.23</u>		<u>12,867.37</u>
	Reserve Balances are represented by:	
3,041.51	Current Year Fund	2,372.14
7,403.72	General Reserves	9,735.76
0.00	EMR Rejuvenation Fund	709.47
<u>10,445.23</u>		<u>12,817.37</u>

Mendlesham Community Centre: fees with effect from 1.4.16

Prices based on three sessions per day, am, pm and evening.

Prices per session, excluding preparation time at the discretion of the Booking Secretary.

Prior permission MUST be obtained before alcohol is supplied or consumed on the premises.

Please contact Booking Secretary in advance of booking to discuss your requirements.

Main Hall and Main Hall Kitchen		Deposit	Charge	
			£	£
Capacity	Seated at tables -180			
	Mixed occupancy - 180			
	Close seated-180			
	Dancing- 360			
Clubs or organisation meeting or activity				27
Christening or funeral (3 hours)				60
* Disco/Dance/Race night/ adult parties			50	125
Childrens party up to 16 years (3 hours)				40
Hire of showers per session				24
Hirers must leave clean				
Small Hall				
Capacity	Seated at tables -70			
	Mixed occupancy - 70			
	Close seated-70			
	Dancing -140			
Clubs or organisation meeting or activity				19
Christening or funeral (3 hours)			25	40
* Disco/Dance/Race night/ adult parties			30	60
Childrens party up to 16 years (3 hours)				30
Junior Groups				13
Pre-School am				19
Pre-School pm				19
*All day rate				

Playingfields:

Mendlesham Parish Council continues to be responsible for management of the playingfields and play equipment at Mendlesham and Mendlesham Green.

Mendlesham Playingfields:

The playingfields at Mendlesham are owned by two charities, Mendlesham Community Centre Charity and Mendlesham Memorial Playingfields Charity for which the Parish Council is sole trustee, plus the Parish Council directly owns land which is part of a £120k project to provide more playingfield land.

Mendlesham Green Playingfields:

This land is owned by Mendlesham Church and Town Estate Charity and leased to the Parish Council by the Trustees at a nominal rent .

Thank you.

Thanks must go to our volunteers and in particular Cllrs Gardiner, Downie, Nunn and Exley continue to help with maintenance repairs and safety checks. The football club also do much of their own ground work, which provides the facilities enjoyed by all. You will see from the Mendlesham Memorial Playingfields Charity accounts that the charity itself has virtually no income so expenditure costs for both playingfields are met by Parish Council funds in order to benefit the community.

Mendlesham Memorial Playingfields Charit

Summary Receipts and Payments for Year Ended 31st March 2016

Last Year Ended 31st March 2015		Current Year Ended 31st March 2016
	Operating Income	
100.00	Receipts	125.00
<u>100.00</u>	Total Receipts	<u>125.00</u>
	Running Costs	
0.00	Administration	350.00
<u>0.00</u>	Total Payments	<u>350.00</u>
	Receipts and Payments Summary	
130.00	Opening Balance	230.00
100.00	Add Total Receipts(As Above)	125.00
<u>230.00</u>		<u>355.00</u>
0.00	Less Total Payments(As Above)	350.00
<u>230.00</u>	Closing Balance	<u>5.00</u>
	These cumulative funds are represented by:	
230.00	Current Bank A/c	5.00
<u>230.00</u>		<u>5.00</u>
	Reserve Balances are represented by:	
100.00	Current Year Fund	-225.00
130.00	General Reserves	230.00
<u>230.00</u>		<u>5.00</u>

Your views on any aspect of Parish Council work would be very much appreciated. Public attendance at meetings and feedback is extremely valuable in helping the Council to make quality decisions on your behalf.

If you want any further information on the content of this report, accounts, minutes of meetings or any other matter please do not hesitate to contact the Parish Clerk.