

Minute of Steps & District Community Council
Annual General Meeting
Thursday 20 June 2024 at 7.30
Steps Cultural Centre, St Andrew's Way, Steps

Present: Councillors Ken Maxwell (Chair), Campbell Provan (Vice-Chair), Tracy Kennedy (Secretary), Alice Morton, Paul Noble, Stewart Donald and Thomas Stones

Apologies: Cllr John McLaren, Cllr Josh Cairns, Craig Cowan (Treasurer), Lorraine Kerr, Tom Forrester, Annemarie Kirkland and Peter McNally NLC.

Public: 8 Attendees

1.0 Opening Remarks/Introductions

1.1 Chair Ken Maxwell welcomed everyone to the meeting and thanked them for their attendance.

2.0 Apologies

2.1 Apologies were received as noted above.

3.0 Approval and Adoption of Minute of AGM 1st June 2023

3.1 Proposed: Campbell Provan Seconded: Muriel McDade

4.0 Office Bearers' Annual Reports

Chairperson's Report

Ken Maxwell provided the following written report:

The past year has been a reasonably quiet time for the Community Council; the summer recess was followed by quadrennial elections in early autumn, and regular monthly meetings restarted in October.

The Community Council has continued to work on behalf of the community - liaising with North Lanarkshire Council regards the reopening of community facilities, reporting issues with roads and footpaths, and continuing a positive relationship with Community Police

There have been no major planning applications in the area in the last year, however with the NLC Local Plan development process now underway, it is likely that, once again, green field sites in and around our community will be targeted for development by volume housebuilders.

The Community Council will contribute to the Local Plan process, and continue to support NLC in retaining and improving the greenbelt.

SDCC contributes to several local forums, for example the Northern Corridor Community Forum and the Northern Corridor Community Board. Attendance at meetings allows community councillors to both represent this area & work with other local groups to ensure the villages of the Northern Corridor are seen and heard by the Council.

The Community Council relies on volunteers, and I'd like to express thanks to all the Community Councillors and Office Bearers for giving their time over the last 12 months to ensure the Community Council can continue to represent local residents, and I look forward to another successful year.

Ken Maxwell - June 2024

Secretary's Report

Tracy Kennedy provided the following written report:

- Happy to continue to be part of the community council
- Many thanks to the previous secretary for all of the handover support
- Since joining the cc I have become more involved with the local community and attended Les Marches events and would encourage others to do the same
- I attended the traffic protest held by pupils in Stepps Primary to help represent the cc
- All community council rooms are booked until the end of 2024
- A new printer has been purchased and I will monitor the number of print outs needed and cut down on printing whenever possible
- Assisted NLC with a complaint enquiry
- Liaised with NLC to ensure they are up to date with S&DCC minutes

Treasurer's submission of Balance Sheet and Annual Accounts

Stepps and District Community Council

Annual Accounts for Year ending 31st March 2024

In previous years information to support completion of the annual accounts for auditing was submitted to Feeley & co for review and onward submission to North Lanarkshire Council.

This year North Lanarkshire Council implemented a change to the process for the verification of annual accounts for Community Councils. The new process requires completion of the Income and Expenditure Account (attached) followed by independent verification by a suitable third party.

Guidance from NLC requires verification only that the balance within the Community Council bank account at 31st March 2024 reflects the closing balance as submitted on the Income and Expenditure pro-forma.

The Treasurer reached out to the Treasurer of Auchinloch Community Council to act as reciprocal independent verifiers. After discussion it was agreed that in order to provide mutual assurance for both Community Councils the verification process would include; review of the Income and Expenditure Account; cross-reference with the account closing balance as at 31st March 2024; review of the respective budget spreadsheets and; review of a sample of invoices/receipts for selected expenditure captured on the budget spreadsheet.

Following this more robust review the annual accounts for Stepps and District Community Council were approved for submission to North Lanarkshire Council. It was agreed that in addition to submission of the pro-forma provided a separate pro-forma(attached) would be signed to confirm assurance.

These were submitted to North Lanarkshire Council following independent verification as per the guidance issued by the Council and are provided to the Community Council for noting.

NB: During the review of SDCC's accounts it was noted that there is no invoice/receipt in relation to cheque 384 (£37.20) made out to Sameeha Rehman (previous secretary) for the purchase of the Remembrance Day wreath in November 2023.

This cheque has not been cashed and therefore continues to show as a commitment on the budget spreadsheet and may therefore be flagged as having no corresponding receipts/invoice again. Sameeha has been contacted to seek a copy of the invoice/receipt for the Treasurer's records.

Craig Cowan, Treasurer

Stepps and District Community Council, 18/06/24

Stepps and District Community Council

Income and Expenditure Account for year ending 31 March 2024

INCOME	£	£
Balance carried forward from previous year	4651.44	

Bank interest	43.47	
Grant funding		
Other income (fundraising)	3275.57	
TOTAL INCOME	3319.04	
EXPENDITURE	£	£
Accommodation costs (hall lets)	394.73	
Admin Costs (photocopying/postage/stationery)	483.03	
Advertising	58.21	
Insurance	521.16	
Other expenditure	4426.10	
TOTAL EXPENDITURE	5883.23	
*CLOSING BALANCE	2087.25	
Cash in bank	2087.25	
Cash in hand		

Prepared by Craig Cowan (Treasurer)

Date 09/04/24

Auditors certificate

I have examined the books and records of
Community Council for the period to and
have found them to be in order

Print Name

Signature
.....

Date

Independent Examiner's Report

Report to

Office Bearers
Stepps Community Council

On accounts for
year ended

31/03/2024

You are responsible for the preparation of the accounts in accordance with applicable legal requirements.

I have completed my examination of the accounts of the constituted body.

I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below*) which give me cause to believe that:

Independent
Examiner's
Statement

* the accounting records were not sufficient to show and explain all the Community Council's transactions for the year

* the accounts did not accord with the accounting records; or

* the accounts did not contain a sufficient record of the assets and liabilities of the Community Council

✓ I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn.

* Please delete the words in the brackets if they do not apply.

Date

10 JUNE 2024

Signed

M. Greer

PRINT NAME

M. H. GREER, TREASURER, ACC

Disclosure

Only complete if the examiner needs to highlight material matters of concern

The adoption of the annual accounts was approved by Margaret Greer

5.0 Election of Office Bearers

Due to apologies from Cllr John McLaren, Ken Maxwell conducted agenda item 5. He thanked the Office Bearers for their full support, time and commitment over the past year. He reported that their ongoing work had ensured the smooth and successful operations of Steps and District Community Council.

6.1 Chairperson

Ken Maxwell was duly elected as Chairperson.

Proposed by Stewart Donald Seconded by Tracy Kennedy

6.2 Vice-Chairperson

Campbell Provan was duly elected as Vice-Chairperson.

Proposed by Alice Morton Seconded by Thomas Stones

6.3 Secretary

Tracy Kennedy resigned the role as Secretary.

Muriel McDade was duly re-elected as Secretary.

Proposed by Alice Morton Seconded by Campbell Provan

6.4 Treasurer

Craig Cowan was duly elected as Treasurer

Proposed by Muriel McDade Seconded by Stewart Donald

7.0 Motions

7.1 No motions were received.

8.0 Any other competent business for AGM

8.1 None

9.0 Vote of Thanks

9.1 Ken Maxwell led a vote of thanks to the Office Bearers and Community Councillors for their commitment to the Community Council. Thanks were also expressed to members of the public for their support and attendance at Community Council meetings

10.0 Date and Time of Next AGM

10.1 Details of AGM to be confirmed in June 2025.

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