

Chedburgh Parish Council

MINUTES

of the Annual Meeting held at the Erskine Centre, Chevington Road, Chedburgh on
Tuesday 31st May 2016 at 6.00pm

Present: Councillors: Peter Westcott (Chair for items 84 to 86), Michael Chester (Chair for items 87 onward), Pat Fisher, Teresa Landymore, Sam Parrett and Margaret Rickard

In attendance: Maximilian Clay (Clerk to the Council),
2 Members of the public

Appendixes referred to below form part of the authorised minutes.

84. Election of Chair

Councillor Michael Chester was elected unanimously as Chair for the 2016/17 year.

85. Election of Vice Chair

Councillor Margaret Rickard was elected unanimously as Vice-Chair for the 2016/17 year.

86. Signature of Acceptance of Office Declarations

The newly elected Chair and Vice-Chair signed declarations of acceptance of office.

87. Apologies

Apologies were received from Cllr Varney and were approved.

88. Declarations of Interest

None for which dispensations had not been duly authorised.

89. Minutes of the last meeting

The minutes of the Parish Council meeting dated Monday 9th May 2016 were agreed to be a true record and signed by the Chair.

90. Public Forum

Members of the public asked that when copies of reports are circulated to councillors for discussion during meetings, they be made available to those in attendance.

91. Decisions taken since the previous meeting

No decisions had been taken under delegated powers since the previous meeting.

92. Clerk's report

- a. The Clerk reported that as the Queen's birthday celebration event was being held under the auspices of the Council a risk assessment was required and he had drafted one for that purpose. The council considered and approved the draft.

93. Finance

- a. The summary of payments and receipts was received from the Responsible Finance Officer and the payments set out therein were approved (*Appendix A*). The Chair and Vice Chair signed cheques and the supporting documents.
- b. The Year End Accounts were approved (*Appendix B*). The Chair and Vice-Chair signed the summary accounts, bank reconciliation and end of year bank statement.

c. The Internal Auditor's Report was received (*Appendix C*).

94. Annual Return (*Appendix D*)

- a. The Council considered the Governance Statement at Section 1 of the return and authorised the Chair and Clerk to sign it on behalf of the Council.
- b. The Council considered the information provided in Section 2 of the return and authorised the Chair to counter-sign it on behalf of the Council.

95. Annual review of Key Documents

- a. The revised Financial Regulations were reviewed and approved as per the attached version (*Appendix E*).
- b. The revised Standing Orders were reviewed and approved as per the attached version (*Appendix F*).
- c. The annual Risk Management Assessments (*Appendix G*) were reviewed and approved.

96. Councillors' reports and items for future agendas

- a. There were no reports on meetings attended.
- b. There were no forthcoming meetings requiring representation of the Council.
- c. No items were proposed for future agendas.
- d. Cllr Fisher reported that planting was ongoing and in particular that work around the village sign was progressing well. The Council acknowledged the generous donation of slate shingle from Mr Steve Ogilvie.

The meeting closed at 6.43 pm.

Signed as an true record by authority of the Council:

Chair

Date