

**Shimpling Parish Council**  
**Minutes of Annual Meeting of the Council (AGM)**  
**Monday 13<sup>th</sup> May 2019, 7.00pm in the Village Hall**

**Present:**

**Councillors:** Liz Brunwin (Chair), Katie Haselhurst (Vice Chair), Ken Rush, Gerry Shrimpton, Colin Johnston, Mike Atkins, Dan Sharpstone (from 7.15pm)

**District Councillors:** Michael Holt, Stephen Plumb

**Clerk:** Stuart Palmer (SP)

**1. Election of Chair and Vice Chair**

The Chair opened the meeting and welcomed those in attendance. She handed over to the Clerk for election of a new chair. A nomination was received for Liz Brunwin to Chair the council. There being no other nominations, this proposal was voted on and confirmed. Councillor Brunwin signed the acceptance of office declaration.

Nominations were then invited for the position of Vice Chair. Cllr Katie Haselhurst was nominated. There being no other nominations, the proposal was voted on and passed unanimously. Cllr Haselhurst signed the acceptance of office declaration

**2. Election of Councillors**

All previous councillors had been re-elected on 2<sup>nd</sup> May 2019. Each councillor signed their acceptance of office.

**3. Apologies for absence:**

Cllr Sharpstone sent apologies that he would be late and this was accepted. Cllr Kemp at another meeting.

**4. Declarations of Members Interest(s):**

**3.1 Review of Register of Interests and published on council web site:**

Each councillor present confirmed that the declaration published was still accurate and up to date. Councillors were asked to review the current declarations and complete a new form and return to the clerk by next Monday 20<sup>th</sup> May as it must be completed within 28 days of election.

**3.2 To review the requirements of Code of Conduct in respect of declaration of Interest:**

Each councillor confirmed they were aware of the content.

**5. Approval of minutes of the previous meeting:** Members agreed that minutes of the meeting held on 11<sup>th</sup> March 2019 were a true and accurate record. The minutes were duly signed by Chair of the meeting.

**Public Participation session**

There were four members of the public present. No issues were raised.

**6. To review and adopt new Standing Orders for the council revised May 2019:**

The PC Standing Orders were updated to reflect a minor change to the NALC model since last approved in May 2018. These were circulated and adjusted according to feedback. The new version was approved by the council and adopted.

**7. To note financial regs, risk assessments and code of conduct for the council:**

The Financial Regulations for the council were reviewed and circulated prior to the meeting. There had been no substantial changes since their draft in 2016. There was a slight change to purchasing as below:

Change from:

(a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

Change to:

(a) the Clerk or RFO must always ensure Value for Money (VFM) in purchasing or procurement. The Clerk or RFO shall strive to obtain 3 quotations (priced descriptions of the proposed supply); where the value is above £1,000. For work up to a value of £1000 the RFO or Clerk should obtain two quotes. Otherwise, Regulation 10.3 above shall apply.

There were approved and adopted by the council.

**8. To note all Risk Assessments, Code of Conduct and Procedures for the PC**

Risk Assessments. The PC has three current risk assessments: Financial Risk, Playground and Spring Clean. All were reviewed and updated before the meeting and circulated to members. All were approved.

The code of conduct for the council was circulated for review prior to the meeting. This was approved and adopted by the council.

**9. Internal Audit:**

It was proposed that, once again, SALC Suffolk Association of Local Councils be appointed as Internal Auditors for the accounts for 2018/19 at a cost of £145 + vat. This was approved and the Chair signed their Terms of Reference.

**10. Dates of Meeting:**

The council confirmed the dates for meeting this year and next:

- 8<sup>th</sup> July 2019
- 9<sup>th</sup> September 2019
- 11<sup>th</sup> November 2019
- 13<sup>th</sup> January 2020
- 9<sup>th</sup> March 2020
- 11<sup>th</sup> May 2020\*\*
- 18<sup>th</sup> May 2020

\*\*The Annual Meeting of the Parish, and the Annual Meeting of the Council will both take place on 11th May 2020.

**11. To review asset register:**

The asset register was reviewed and updated and circulated prior to the meeting. The new Speed Indicator Device was added. This was approved by the council.

**12. To review insurance cover:**

The Village Hall insurance has recently been reviewed and added to the Parish Council insurance. Both will now terminate in September 2019 and renewed together. Existing policy reviewed and approved.

**13. Review of Media policy and procedures:**

This policy was circulated prior to the meeting. It was reviewed and approved for further use unchanged.

There being no further business the meeting concluded at 7.30pm