

Shimpling Parish Council
Draft Minutes of Annual Meeting of the Council
Monday 14th May 2018, 6.30pm in the Village Hall

Present:

Councillors: Liz Brunwin (LB), (Vice Chair) Katie Haselhurst (KH), Dan Sharpstone (DS), Ken Rush (KR), Gerry Shrimpton (GS), Colin Johnston (CJ).

County Councillor: Richard Kemp (RK)

District Councillor: James Long (JL)

Clerk: Stuart Palmer (SP)

1. Election of Chair and Vice Chair

The Vice Chair opened the meeting and announced that the Chair of the council resigned from the council on 8th May. She thanked the former Chair for her dedicated service to the parish council over 15 years. 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. **Apologies for absence:**

All present

3. **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.

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.

4. **Approval of minutes of the previous meeting:** Members agreed that minutes of the meeting held on 12th March 2018 were a true and accurate record. The minutes were duly signed by Chair of the meeting.

Public Participation session

The following matters were raised by members of Public

One member of the public asked when the village became a town as referred to in the agenda for the Annual Parish Meeting. The Clerk explained it had not and this was a typo. There were no further questions or comments from the public.

5. **To review and adopt new Standing Orders for the council:**

New model Standing Orders had been issued to local councils by National Association of Local Councils (NALC). The council's standing orders were reviewed and updated to reflect the new model prior to the meeting by the clerk. These were circulated and adjusted according to feedback. The new version was approved by the council and adopted.

6. **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 were approved and adopted by the council.

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

Risk Assessments. The clerk was unable to find any risk assessments in the files. The council stated that risk assessments existed and offered to help him locate them for later review

7. To consider the establishment of a Finance Sub Committee.:

Members of the council asked if it was necessary to set up a finance sub committee. They felt that there was too much work on finance needed than can be fitted into 6 meetings a year. The Clerk said that he wanted to increase internal controls of finance first as it was necessary for financial probity but it may also address the need for further meetings which are not in the council budget. to see if this can be avoided He set out a need for internal controls that included:

- A control session by at least one councillor having full access to the finance of the council prior to each regular meeting to complete the following tasks
- Reconciliation of the bank statements
- Review of accounts for accuracy and within financial regs
- Review time sheet and expenses of clerk
- Review transactions since last meeting

Cllr Shrimpton agreed he could continue his focus on finance and the council agreed this first step. The need for a finance committee to be kept under review.

8. Internal Audit:

It was proposed that, once again, SALC Suffolk Association of Local Councils be appointed as Internal Auditors for the accounts for 2017/18 at a cost of £142 + vat. This was approved and the Chair signed their Terms of Reference.

9. Dates of Meeting:

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

- 9th July 2018
- 10th September 2018
- 12th November 2018
- 14th January 2019
- 11th March 2019
- 13th May 2019**
- 20th May 2019

**The Annual Meeting of the Parish, and the Annual Meeting of the Council will both take place on 13th May 2019.

10. To review asset register:

The asset register is out of date and in need of a review and update. It was proposed to set up a working group to do this. Volunteers were requested. Liz Brunwin, Marion Peck and Katie Haselhurst volunteered to review and update and Cllr Haselhurst will bring an updated asset register to the next meeting.

Action: Cllr Brunwin and Cllr Haselhurst to meet with Marion Peck and update the existing Asset Register for the next meeting.

11. To review insurance cover:

11.1 Parish Council insurance was reviewed and approved.

11.2 Village Hall insurance was reviewed and approved

12. 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 7pm.