

Shimpling Parish Council
Minutes of Annual Meeting of the Council (AGM)
Monday 13th July 2020, 7.00pm via ZOOM video conference

Present:

Councillors: Liz Brunwin (Chair), Katie Haselhurst (Vice Chair), Gerry Shrimpton, Colin Johnston, Mike Atkins, Nathalie Brown

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 had indicated that she no longer wished to continue in this post. There being no other nominations, the post was not filled. The Chair thanked Cllr Haselhurst for her hard and diligent work over the last two years taking on this extra role.

2. Election of Councillors

All previous councillors had been re-elected on 2nd May 2019. Each councillor signed their acceptance of office in May 2019 meeting.

3. Apologies for absence:

Cllr Rush sent apologies and this was accepted.

4. Declarations of Members Interest(s):

4.1 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.

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

Each councillor confirmed they were aware of the content.

Public Participation session

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

5. Approval of minutes of the previous meeting: Members agreed that minutes of the meeting held on 11th May 2020 were a true and accurate record. A typo of 2021/21 was amended to 2020/21. Thus amended, the minutes were duly signed by Chair of the meeting.

6. To review and adopt new Standing Orders for the council revised May 2020:

The PC Standing Orders were updated to reflect a minor change to the NALC model since last approved in May 2019. This was limited to running remote meetings. These were circulated and adjusted according to feedback. The new version was approved by the council and adopted.

7. To note financial regs and Internal Control arrangements 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 payments that were updated to include electronic banking that and these changes were approved at an earlier meeting. The Internal Control spreadsheet was reviewed to include electronic banking too. The Financial Regulations and Internal Control methods 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. One member stated that 'note to be handed to helpers' should be changed to 'briefing to all helpers' 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. The NALC standard Code of Conduct is out for consultation and subject to an agenda item in the next meeting.

9. Internal Audit:

It was proposed that, once again, SALC Suffolk Association of Local Councils be appointed as Internal Auditors for the accounts for 2020/21. This was approved.

10. Dates of Meeting:

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

- 14th September 2020
- 9th November 2020
- 11th January 2021
- 8th March 2021
- 10th May 2021

**The Annual Parish Assembly and the Annual Meeting of the Council (AGM) will both take place on 10th May 2021

The delayed Annual Parish Assembly for this year will take place on 14th September 2020 before the main Parish Council meeting

11. To review asset register:

The asset register was reviewed and updated and circulated prior to the meeting. It was noted that there are three items to be added:

- Two recycling bins for the Village Hall
- One dog waste bin in Gents Lane
- One Projector

This was approved by the council.

12. To review insurance cover:

The Village Hall insurance has been reviewed and added to the Parish Council insurance. Both will now terminate in November 2020 and renewed together. Existing policy reviewed and approved. Clerk to bring new quotes to September meeting.

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