

# **BROOKLAND PARISH COUNCIL**

## ***[DRAFT – to be accepted at next meeting]***

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### **MINUTES 92**

#### **Minutes of the Annual Parish Council Meeting held at The Village Hall, Brookland on Monday 16 May 2011, following the Annual Parish Meeting**

**PRESENT:** Mr, C Hill (Chair) Mrs K Coleman, Mr R Hyman and Mr N Knight

**PARISH CLERK:** Mrs J Batt

**MEMBERS OF THE PUBLIC:** There were 3 Members of the Public present.

**1. ELECTION OF CHAIRMAN**

Mr Hyman proposed Mr Hill for the position of Chairman, seconded by Mr Knight.  
There were no other nominations.

Mr Hill accepted the position of Chairman. Mr Hill signed his Declaration of Acceptance of Office.

**2. APOLOGIES FOR ABSENCE**

There were no Apologies for Absence.

**3. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**i) Updating of Declarations of Interest for the Code of Conduct**

**The Clerk reminded Councillors that they should update their Declarations of Interest with the Monitoring Officer if necessary.**

**4. ELECTION OF VICE CHAIRMAN**

Mr Hyman proposed Mrs Coleman Vice Chairman, seconded by Mr Knight. There were no other nominations.

Mrs Coleman accepted the position of Vice Chairman. Unanimous

**5. FORMATION OF FINANCE AND POLICY COMMITTEE**

**Resolution: It was unanimously agreed to set up a Finance and Policy Committee.  
The remit for this committee is to be as follows:-**

**To meet two or three times a year. Once to review all documents – Standing Orders, Financial Regulations, Child Protection Policy etc, once to discuss the insurance of Parish Council Assets if considered necessary and once to prepare a budget for discussion and approval at the November meeting, to ensure that all is in order before we apply for the precept in January.**

**The meetings must be held in a public place and the Clerk will attend when it is considered necessary.**

**6. ELECTION OF OFFICERS TO COMMITTEES**

Finance and Policy Committee – Mr Hill, Mr Hyman and Mr Knight

Village Hall – Mr Hill

KALC – Mr Hill and Mrs Coleman

Police – Mr Hyman

All Parishes Meeting – Mr Hill

Planning Committee – Mrs Coleman (Chair), Mr Hyman and Mr Knight. Mr Hill (ex officio)

Footpaths – Mr Hill to liaise with Mr Cottingham

**7. DELEGATION OF RESPONSIBILITIES**

i. Annual Review of Financial Regulations – August – F & P Committee

ii. Annual Review of Standing Orders – August – F & P Committee

iii. Annual Review of arrangements in Place regarding Freedom of Information Act - August  
F & P Committee

iv. Six Monthly Review of Fixed Assets – September – Mrs Coleman and Mr Hyman  
March – Mrs Coleman and Mr Hyman

v. Six Monthly Risk Assessment – September – Mrs Coleman and Mr Hyman  
March – Mrs Coleman and Mr Hyman

vi. Internal Parish Council Audit – Mr Kevin Funnell

vi. Annual Review of Insurance Arrangements – June – Mr Knight

viii Weekly Youth Area Safety Check – Mr Hill and Mrs Coleman

ix Review of Terms of Reference for the Planning Committee – August – F & P Committee

x Councillors with responsibility for Cemetery – All Councillors

**8. ACCEPTANCE OF MINUTES**

Minutes 91 of the last meeting were accepted and it was unanimously agreed that Mr Hill should sign them.

Proposed Mr Coleman      Seconded Mr Hyman

**9. MATTERS ARISING**

There were no Matters Arising.

**10. PUBLIC INTERVAL**

The meeting was opened to the Members of the Public present from 7.00 – 7.23 for questions and comment.

**11. CHAIRMAN'S REPORT**

Please see attached.

**12. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS****Correspondence**

HMRC

Clerk and Councils Direct

Mfw

KCC Public Rights of Way Vegetation Clearance Contracts

Nott Sport

**Finance****Bank Reconciliation**

Opening Balance	16876.68	Current Account	18052.55
Add Receipts	<u>5121.00</u>	Less Uncleared Cheques	<u>1032.59</u>
	21997.68		17019.96
Less Payments	<u>1445.46</u>	Reserve Account	3313.89
	<b>20552.22</b>	War Stock	<u>218.37</u>
			<b>20552.22</b>

**Accounts to be paid**

PAYEE	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	Salary	167.65		167.65
Mr K Funnell	Internal Audit 10/11	60.00		60.00
M Coleman	Grass Cutting	242.00		
	Less o/paid July 10	235.00		7.00
Broker Network	Insurance Premium	627.50		627.50
<b>TOTAL</b>		<b>862.15</b>		<b>862.15</b>

**Resolution**

**Councillors unanimously agreed to pay the above accounts.**

The following earmarked monies, totals including amounts budgeted for 2011/2012, are included in the balance shown above:-

	Balance 19 April 2011	+/- May	Balance 16 May 2011
Youth Area Expenses - Insurance	2129.00	-160.72	1968.28
Bus Shelter - Budget	NIL	+1000.00	1000.00
B Team	NIL		NIL
B Team Rent	NIL		NIL
Youth Area Rent - Budget	200.00	+100.00	300.00
Wall Memorial - Budget	300.00	+300.00	600.00
Notice Board - Budget	2000.00	+500.00	2500.00
Cemetery Maintenance – Grave Space Budget	3543.78	+171.00 +500.00	4214.78
Election Expenses	1500.00		1500.00
<b>TOTAL</b>	<b>9672.78</b>	<b>2410.28</b>	<b>12083.06</b>

**Adoption of Internally Audited Accounts, review and completion of associated paperwork**

Councillors were circulated with copies of the summary receipts and payments for the Year ended 31 March 2011.

The Clerk reported that the internal audit took place on 20 April 2011.

The Chairman read through section 2 of the Annual Report and answered all the questions.

The Clerk and Chairman then signed the relevant sections of the Annual Report, the Supporting Notes and Supporting Statement.

Councillors unanimously agreed to accept the internally audited accounts.

**Review of System of Internal Control**

Mr Hill read The Statement of Internal Control. He was happy that all was in order and signed the document.

**Review of the effectiveness of the Internal Auditor**

Councillors unanimously agreed that they were satisfied with the effectiveness of the Internal Auditor, Mr Kevin Funnell and agreed to employ him again next year.

**Insurance**

Councillors unanimously agreed to insure with AVIVA again. Mr Knight took the paperwork to check.

**Casual Vacancy**

We can co-opt with until 24 June, without having to follow the usual procedures.

**Additional Notice board**

Following complaints that the minutes are not available to everyone in the village, it was suggested that a notice board is purchased and the minutes displayed on it every month. The board will be centrally placed in the village to allow everyone unlimited access. The Clerk was asked to obtain details of suitable notice boards.

**Bus Shelter**

This project to be discussed again at a later date.

**13. YOUTH AREA**

Nothing to report.

**14. CEMETERY**

Nothing to report.

15. **PLANNING**

Please see attached list.

We have received notification that Tree Preservation Order No. 9 of 2011 has been served on the owners and occupiers of Manor House, Straight Lane, Brookland.

16. **VILLAGE RESPONSIBILITIES**

**Matters Arising from the Round Robin**

There were no matters arising.

**Village Hall**

The lead has been stolen from around the windows and doors.

Mr Hall will draft a letter to be sent requesting a copy of the Village Hall accounts as per the lease agreement.

**Items to be reported to the County Lengthsmen**

Items for report should be sent to the Clerk to be entered on the Parish Portal.

17. **FORUM FOR EXCHANGE OF IDEAS BETWEEN COUNCILLORS**

Mr Hyman discussed items for inclusion on the website with Councillors.

There being no other business the meeting closed at 8.30 pm.

Signed ..... Dated .....  
Chairman