

**BROOKLAND PARISH COUNCIL**  
**EXTRA ORDINARY PARISH COUNCIL MEETING - MINUTES**

**WEDNESDAY 8th JUNE 2022 at Brookland School**

**Present: Cllr Wallington, Cllr Gillies, Cllr Roberts (Part), C Kennedy, M Bicknell, A Lawson**

**Business carried over from the Annual Parish Council meeting in May:**

**0522/1. ELECTION OF CHAIRMAN**

Cllr Gillies proposed, and Cllr Roberts seconded a motion for Cllr Wallington to be elected chair. The appointment was unanimously agreed.

**0522/2. APOLOGIES FOR ABSENCE**

None

**0522/3. APPROVAL OF APOLOGIES FOR ABSENCE**

N/A.

**0522/4. DECLARATIONS OF INTEREST**

None.

**0522/5. ELECTION OF VICE CHAIRMAN & CO-OPTION OF NEW MEMBERS TO THE COUNCIL**

Cllr Gillies proposed, and Cllr Wallington seconded a motion for Cllr Roberts to be elected vice chair. The appointment was unanimously agreed.

Cllr Wallington proposed, and Cllr Roberts seconded a motion for Claire Kennedy & Mark Bicknell to be co-opted onto the Council. The co-option was unanimously agreed and both members signed a declaration of acceptance of office witnessed by the clerk.

**0522/6. ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE CONTINUING TERM OF THE COUNCIL**

Village Hall Committee – Cllr Wallington

Police Committees – Cllr Wallington

Disciplinary and Grievance Committee – Cllr Wallington, Cllr Roberts, Cllr Kennedy

Appeals Committee – Full Council

Councillor to serve on reciprocal Complaints Committee for Brenzett PC – Available Councillor

The Councillors unanimously agreed to the above appointments.

#### **0522/7. DELEGATION OF RESPONSIBILITIES FOR THE CONTINUING TERM OF THE COUNCIL**

Review of Parish Council paperwork – Cllr Wallington

Review of Fixed Asset Register – ALL

Risk Assessment /Financial Risk Assessment – Cllr Wallington, Cllr Roberts

Internal Audit – Mr L Robbins

Councillor responsible for Finance – ALL

Review of Insurance arrangements – ALL

Weekly MUGA safety check – Cllr Gillies

Website & Publicity – Cllr Wallington

The Councillors unanimously agreed to the above appointments.

#### **0522/8. PUBLIC INTERVAL**

No questions raised.

#### **0522/9. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS**

Councillors agreed that the Standing Orders and revised Financial Regulations are in order.

#### **0522/10. REVIEW OF LAND AND ASSETS BELONGING TO THE COUNCIL**

Councillors unanimously agreed the Fixed Asset Register and committed to completing a full review of the assets before the end of this year.

#### **0522/11. CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS**

Councillors agreed that all is in order with the 2022/23 Insurance renewal pack.

#### **0522/12. REVIEW OF THE COUNCIL'S POLICIES & PROCEDURES**

The Councillors agreed that the current policies and procedures are in order.

#### **0522/13. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held in March & May were unanimously accepted as a true record of the meeting and were duly signed by Cllr Wallington.

#### **0522/14. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**

The legal agreement with F&HDC was unanimously agreed and signed by Cllr Gillies & Cllr Wallington on behalf of the Parish Council.

Councillors agreed to accept the flat topped version of the new village sign and asked for dimensions to be provided to Cllr Gillies for a quote on the post and fixings.

## **0522/15. CORRESPONDENCE AND GENERAL COUNCIL BUSINESS**

Councillors unanimously agreed to donate £300 to the local KSS air ambulance appeal.

Councillors unanimously agreed to a maximum spend of £1,000 to upgrade the village AED and explore options for use of the old AED

## **0522/16. FINANCE**

### **A) Completion of Certificate of Exemption**

Councillors unanimously agreed that Brookland Parish Council met the criteria laid down for exemption and it was therefore agreed that the Cllr Wallington and the Clerk should sign the Certificate of Exemption.

### **B) Review of System of Internal Control**

Councillors reviewed and agreed the Statement of Internal Control.

### **C) Approval of the Annual Governance Statement**

Councillors reviewed and unanimously approved the Annual Governance Statement for signature by Cllr Wallington & the Clerk.

### **D) Approval of the Accounting Statements**

Councillors reviewed and unanimously approved the Accounting Statement to be signed by Cllr Wallington.

Sections 1, 2 and the Internal Auditors Report will be published on the notice board and website.

### **E) Review of Direct Debits**

Councillors reviewed the current direct debits and agreed to ensure any regular expenditure is set to DD payment.

### **F) 2022/23 Accounts**

The clerk summarised income & expenditure to 9<sup>th</sup> May and Councillors unanimously agreed a "Thank You gift" of £100 for the Platinum Jubilee celebrations. Proposed Cllr Gillies, Seconded Cllr Wallington.

The next Parish Council meeting will be held on Monday 18<sup>th</sup> July 2021.

Items for the next agenda – concrete seat, Marsh Harrier support, village sign, AED, Community first aid training, bus routes.