

DENNINGTON PARISH COUNCIL



**FINAL MINUTES FOR ANNUAL MEETING OF THE PARISH COUNCIL
HELD ON
MONDAY 21st MAY 2018
JUBILEE HALL**

Following Annual Parish Meeting 9.10pm

Councillors: Robert C .T. Wardley (Chair), Kathy Whitbread (Vice Chair), Matt Lunn, Mary Mann, Doris Dearing, Nick Watts, John Calver, Rebecca Smith

Members of Public: 0

1. Election of Chairman: Mr. Robert Wardley was voted Chairman unanimously and the Chairman's Declaration of Office was signed.
2. Election of Vice Chairman: Mrs Katherine Whitbread was voted Vice Chairman unanimously and Declaration of Office was signed.
3. Apologies for Absence: Robert Rous
4. Declaration of Interests: Robert Wardley: Dennington Consolidated Charities; Mary Mann: Village Hall Committee; Nick Watts: Village Hall; Matt Lunn: Badingham Playgroup
5. Confirm Council representatives and nominative representatives for: it was agreed unanimously that the following Councillors would continue in their roles:
Dennington Jubilee Hall: Nick Watts
Dennington Consolidated Charities: Ms F. Boscowan
Dennington Sports Club: Matt Lunn
6. Council Committees and group/individual appointments were agreed for the following roles:
Tree Warden: Katherine Whitbread
Transport: John Calver
Highways and Footpaths: Nick Watts
SALC: Matt Lunn
Neighbourhood Plan: Matt Lunn/Robert Wardley
Health and Safety: Robert Wardley
- 7 Minutes for Parish Council Meeting held on February 19th 2018 were agreed and confirmed as a true record.
- 8 Matters raised in Annual Parish Meeting: Playgroup – a parish meeting is to be arranged to provide an opportunity for all sides to come to air their views prior to the planning application – provisional date Monday 4th June; amalgamation of Sports Club committee and Village Hall committee to be discussed at a later date; Clerk to investigate purchase of flashing speed lights, along with discussions with County Councillor Burroughes and the Chairman; letter to be sent to Suffolk Constabulary regarding speeding motorbikes outside of the village speed limit.
- 9 Comments on the consultation from Dennington C.E.V.C.P regarding Academy Trust status: No comments had been received

10 February To review and adopt Standing Orders (although previously adopted 2018 these need to be reviewed/adopted at the May meeting annually. This year they include major revision to incorporate Data Protection legislation). The revised Standing Orders had been circulated prior to the meeting with the revisions highlighted in yellow. Councillors were asked to note that they include major revision to incorporate Data Protection legislation. The revised Standing Orders were reviewed and adopted unanimously.

11 To review and adopt Financial Regulations (again these were previously adopted in February 2018 but need to be reviewed/adopted at the May meeting annually). These are unchanged. Councillors reviewed and adopted the Financial Regulations

12 To review and adopt the Asset Register (again this was previously agreed in February 2018, but needs to be reviewed/adopted at the May meeting annually). This is unchanged. Councillors reviewed and adopted the Asset Register

13 Appointment of Responsible Financial Officer: It was agreed unanimously that Ruth Hart should continue as Responsible Financial Officer, having been proposed by John Calver and seconded by Katherine Whitbread

14 Appointment of Internal Auditor: It was agreed that Heelis and Lodge should be retained as Internal Auditors for 2018/2019.

15 Data Protection Regulations Policy (previously circulated to Councillors) Policy as circulated was approved. However, Councillors were made aware that there is a current parliamentary debate for Parish Councils to be exempt from the need to appoint a Data Protection Officer

16 To receive and note recommendations from the Annual Internal Audit report from Heelis and Lodge (previously circulated).

Recommendation (1): The report must be completed in whole £'s and rounded to ensure that it balances according to the External Auditor's requirements. Action: Completed.

Recommendation (2): Copy of P60 to be maintained in Audit File as part of year-end process: Action: Noted and P60 filed

Recommendation (3): When applicable, the council's response to the Internal Audit recommendations should be contained within the minutes of the meeting: Action: Noted and minuted

Recommendation (4) Modify Section 2 of the AGAR so that the rounding results in the report balance as required by the External Auditor and write RESTATED at top of column: ACTION: Completed

Councillors agreed and confirmed these recommendations unanimously.

17 Agree and sign the Certificate of Exemption: as a smaller authority with a gross annual income or gross annual expenditure not exceeding £25,000, the council is able to certify itself as exempt. Certificate was agreed and signed.

18 Agree and sign the Annual Governance Statement (previously circulated). Statement was agreed unanimously and signed.

19 Agree and sign the Annual Accounting Statement (previously circulated).
The Statement was agreed unanimously and signed.

20 Clerk's Report:

Receipts and Expenditure book: a brief explanation by the Chairman was given, approved unanimously by Councillors and signed

Arrangements for cheque signatories: It was agreed that the following Councillors should remain as signatories: Cllr R Wardley, Cllr R Rous, Cllr M Lunn, Cllr N Watts, Cllr K Whitbread, Cllr J Calver and Ruth Hart

Current financial position including account balances: it was reported that the bank accounts are as follows:

Current Account: £2355.43
Active Saver: £5771.30
Equipment Acc: £10409.33

Receipts:

VAT claim for £154.49 had been submitted and received on April 13th 2018

1st Precept payment: £4491.00

The following cheques had been signed since last meeting and were approved unanimously by Councillors:

100146 Hall hire Nov to Mar	£85	
100147 R Staff paint		£29
100148 Nicholson Groundworks kerbstones	£1008	
100149 Suffolkbiz website hosting	£100	
100150 SALC membership		£251.15
100151 Hall hire Mar		£10
100152 Information Commissioner's Office	£35	
100153 Robins Row tractor insurance	£401.58	

The following cheques were approved and signed at this meeting:

100154 J Westrup: tree work	£550.00	
100155 R Staff: paint		£59.54
100156 R Wardley/bolts	£24.00	
100157 R Wardley/paving slabs	£115.98	
100158 R Wardley/steel rods	£50	

Insurances: the following insurances have been renewed:

Parkway 3 Mower with Robins Row

Public liability, asset register equipment, etc. with Came and Company

Subscriptions to other bodies: SALC: confirmed

Details of expenditure made under Section S137, donations to:

Village Hall	£300	
Sports Club	£300	
Church	£450	
East Anglian Air Ambulance	£55	
Village Hall	£500	

21 Highways and Footpaths: Councillor Wardley reported that he had cleaned and repaired several road signs with the village. He was thanked by fellow councillors.

22 Correspondence: None

23 Public Session: No comments

Meeting closed at 9.45pm

SIGNED:

DATE:

