**DENNINGTON PARISH COUNCIL**

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL**

**Held on Monday May 18th 2015, Jubilee Hall following the Annual Parish Meeting at 8.15**

 **Present:** Cllr R. Wardley, Cllr M. Lunn, Cllr K. Whitbread, Cllr J. Calver, Cllr M. Mann, Cllr D .

 Dearing

**Copied for information to**: County Councillors Stephen Burroughes; District Councillor Paul

 Rous; Suffolk Constabulary: PC Kevin Mann

 **Clerk:** Mrs Ruth Hart **Members of the public**: 0

* **Election of Chairman and signing of Chairman’s Declaration of Office:** Mr. Robert Wardley was proposed by Mrs K Whitbread and seconded by Mr J. Calver. He was voted Chairman unanimously, and signed the Declaration of Office.
* **Election of Vice Chairman and signing of Declaration of Office:** Mr. Matt Lunn was proposed by Mr Wardley and seconded by Mrs K. Whitbread. He was elected Vice Chairman unanimously, and signed the Declaration of Office.
* **All councillors signed the Declaration of Office following the general election**
* **Confirm Council representatives and nominative representatives for :-**

 **Dennington Jubilee Hall –** Mr N. Watts

 **Dennington Consolidated Charities –** Mr R Wardley

 **Dennington Sports Club –** Mr Matt Lunn

 **SALC –** Mr M. Lunn

* **Agree Council Committees and group/individual appointments for:-**

**Tree Warden –** Mrs. K. Whitbread

**Transport –** Mr. J. Calver

 **Highways and Footpaths –** Mr N. Watts

 **Newsletter** – now under remit of Village Hall – Ms. S. O’Keefe

 **Planning –** full council

 **Health and Safety –** Mr. R. Wardley

* **Apologies for Absence:** Mr N. Watts and Mr R. Rous
* **Declaration of Interests:** Cllr Wardley; DCC, Suffolk Constabulary; Cllr M. Mann; Village Hall, Cllr M. Lunn; Sports Club
* **Confirmation of Minutes for Parish Council Meeting held on February 23rd February 2015** These were confirmed and signed as a true record
* **Matters raised in Annual Parish Meeting:** None
* **Adoption of Code of Conduct:** All councillors adopted the unchanged Code of Conduct.
* **Appointment of Responsible Financial Officer:** Mrs Ruth Hart was appointed as Responsible Financial Officer 2015/16
* **Review of Effectiveness of Internal Controls and Appointment of Internal Auditor:** Councillors reviewed the Effectiveness of Internal Controls and external audit, 2015. The internal checklist was approved and signed, and having received the work of the internal auditor, it was agreed to re-appoint Heelis and Lodge for the financial year2015/16.
* **Clerk’s Report:**

 **Financial report**  was presented to Councillors, approved and signed, along with the receipts and expenditure book.

 **Annual Return along with annual govenance statement of assurance for external auditors;** Thiswas presented to Councillors, approved and signed. The Statement of Assurance was approved and signed.

 **Agreement to continue with current arrangements for cheque signatories** – Robert Wardley, Robert Rous, Matt Lunn, Nick Watts, Katherine Whitbread, and Ruth Hart. It was propsed that Mr J. Calver be added to the list of signatories.

 **The clerk reported that:**

 **Bank Account**

 **Current balances No 1 account – Community Account £2267**

 **No 2 account - £7,040.72**

 **Equipment Account - £7,348.89**

 **Cheques signed since last meeting**

 100038 Diesco Group/repairs £162.00

 100039 SALC membership £227.00

 100040 CAS membership £ 30.00

 100041 Broker network/tractor insurance £132.50

 **Cheques to be agreed and signed at this meeting:**

 100042 J Fuller/repairs £187.50

 100043 Heelis/Lodge £ 66

 100044 Village Hall rent £ 51

 100045 R Hart/salary £360

 100046 Information Commissioner £35

 Internal Audit for 2014/15 has been completed:

 Receipts £9,569.90 Payments £4,698.46 Reserves £12,964.66

 Cash Book is well referenced and provides clear audit trail. Supporting paperwork is in place and well referenced.

 Recommendation 1: Fully populate figures under VATcomponent heading in Cash Book for 2014/15 to ensure all VAT payments are clearly identified for purpose of re-claim to HMRC. The Clerk reported this had been completed.

 Recommendation 2: Certain corrections should be made to the Receipts and Payments Account prior to approval by the Council and submission to the External Auditor . The Clerk reported this had been completed.

 Standing orders and financial regulations in place and reviewed May 2014

 VAT claim to HMRC of £34.29 dated March 9th made

 Council adopted the Local Code of Conduct at its meeting May 2014

 Data Protection registration No registration for the provision of council services has been made. The Clerk reported that this had been completed (see cheque payments for details)

 Minutes of council meetings are well presented and provide clear records of council’s decisions.

 Comprehensive Risk assessment documentation is in place and reviewed May 2014 as was The Effectiveness of the Council’s Internal Controls Insurance in place and the level of Fidelity Guarantee cover is £150,000 and in accordance with current recommended guidelines of year end balances plus 50% of precept.

 **Budgetary controls:** Satisfactory budget procedures are in place. Precept agreed by full council and the precept decision and amount has been clearly stated in the Minutes.

 Clerk ensures Council is aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions.

 **Income Controls:** All found to be in order

 **Payroll controls**: PAYE and NIC in place where necessary. Compliance with Inland Revenue Procedures. Records relating to contracts of employment

 PAYE systems in place through Ladywell Accountancy Services

 **Asset Control:** Register for 2014/15 displays assets with total value of £28,651

 **Bank reconciliation:** all in order

 **Year end procedures:** Appropriate accounting procedures are used and can be followed through from working papers to final documents. The end of year accounts prepared on a Receipts and Payments basis . (See recommendation 2).

 **Internal Audit procedures:** Council has satisfactory internal financial controls in place. Cheque stubs and invoices are initialled by signatories. Clerk provides financial reports to meetings. Councillors are provided with information to enable them to make informed decisions

 Council reviewed the effectiveness of the internal audit, May 2014. Audit plan is in place.

 **External audit:** Not made available

* **Review of Standing Orders:** no amendments were made. The existing Standing Orders were adopted and signed.
* **Financial Regulations and Financial Risk Assessments:** No amendments were made.These were agreed and signed.
* **Health and Safety Assessments:** No amendments were made.These were agreed and signed.
* **Assets Register:** It was agreed to increase values by 2% and signed.
* **Highways and Footpaths:** It was reported that:-

 **i)** drains were cracked and dangerous between Meadow View and Spring Farm Cottages and outside Spring Farm Bungalow - Clerk to action

 ii) the manhole at Owls Green outside The Gables was cracked and sunken – Mr J. Calver to action

 iii) a broken fire hydrant sign outside Townsfield Cottages on Laxfield Road – Clerk to action

 iv) depressed manhole on B1116 between The Rectory and Village Hall - Clerk to action

* **Correspondence:** It was agreed to accept:-

 the estimate from McKenzie joinery for repairs to the Bus Shelter,

 the verbal estimate to replace the remaining oak posts on the Pond site

 C.Cllr Burroughes showed a willingness to donate some monies from his budget for improvements to the village/seat/posts subject to estimates

* **Public Session:** The repairs needed to the picnic benches on the Village Green outside the Clothes Peg were discussed and it was agreed that McKenzie joinery would be approached to submit an estimate – Mr R. Wardley to action
* **Meeting closed: 9.00**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_