

KINGSTON SEYMOUR PARISH COUNCIL

Minutes of the Annual Meeting of the Kingston Seymour Parish Council held on
Wednesday 16th May 2017 at 19.00
In the Foyer of Kingston Seymour Village Hall

Councillors Present:

Mike Sewell (MS) Chairman
Peter Harris (PH)

Paul Cox (PC)
Mike Wallis (MW)

Caroline Harris (CH)
Ian Wariner (IW)

In attendance:

Steve Dixon (SD) Clerk & RFO

1. To elect the Chairman of the Council and receive the Chairman's Declaration of Acceptance of Office

It was proposed by PC and seconded by IW that Michael Sewell be re-elected as Chairman. Supported unanimously. Declaration of Acceptance signed by MS and witnessed.

2. To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office

It was proposed by PC and seconded by IW that Peter Harris be re-elected as Vice Chairman. Supported unanimously. Declaration of Acceptance signed by PH and witnessed.

3. To receive apologies for absence

Apologies had been received from Councillor Fred Malton.

4. To receive any change to declarations of interest from members and to receive any written requests for dispensation regarding any new disclosable pecuniary interests.

Councillor Caroline Harris has become a Director of S E Harris Tree Services Ltd.

5. To re-approve the Standing Orders for Kingston Seymour Parish Council

These were last formally reviewed in November 2016 and re-approved at the Annual Meeting of the PC in May 2017. A review date has been agreed for July 2018 and in the meantime, PH proposed & CH seconded that they remain as is until then.

6. To re-approve the Financial Regulations for Kingston Seymour Parish Council

These were last formally reviewed in November 2016 and re-approved at the Annual Meeting of the PC in May 2017. A review date has been agreed for September 2018 and in the meantime, PH proposed & IW seconded that they remain as is until then.

7. To appoint an Internal Auditor

Chris Walton had been our Internal Auditor for some years and is willing to act for us again. It was proposed by IW and seconded by MW that Chris be appointed. Supported unanimously.

SD reported that Chris had, once again, undertaken the audit work without charge to Parish funds. MS expressed our thanks for that gesture and will write.

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8. To review the Council's Asset Register

The Council's non-financial assets are:

| | | |
|--------------------------------|---------------------------|---------------------------------|
| War memorial & railings | Former BT Red Phone Box | Filing cabinet, Flipchart stand |
| Bus Shelter, Post Box surround | Defibrillator | PC, Printer, Projector, Safe |
| Notice board | Bollards (Village Centre) | |

It was agreed that this list is correct. The gates and posts on Lampley Road had been gifted to North Somerset Council as the Parish' contribution to the overall work undertaken there.

The newly installed bench has been added in the new financial year.

9. To review the Council's Insurance Policy

The insurance renewal proposal and alternatives were reviewed, and the clerk confirmed that the items covered and values were appropriate. Our insurance broker had recommended a policy offered by AXA at a cost of £374 (other – disregarded - quotes were for £609 and £787) and it was proposed by IW, seconded by PH and supported unanimously that we should take the AXA option.

Action: Clerk to ensure that policy is renewed by the due date.

10. To review and decide on amendments as necessary to Council Policies:

A rolling schedule for review of Council Policies is in place and will be followed throughout the year and amendments made as necessary.

11. Financial

- **11.1 Accounts for the year ending 31.03.18 – to receive and approve**
- **11.2 Audit and Transparency Code Requirements**
- **11.3 Annual Return to External Auditor – completion and approval**

- 11.1 It was proposed by PH and seconded by MW that the formal accounts for the year ending 31st March 2018 were accepted and approved. Supported unanimously.

- 11.2 SD reported that the Internal Audit had recently been completed and that Chris Walton had certified the work. The statutory public examination period (30 working days) would run between Monday 11th June to Friday 20th July.

The tracking of the Transparency Grant funding showed that there was £108.81 available to bring into the new financial year and that this would be allocated to the Village Hall wi-fi in the next three months.

-11.3 The clerk reported that under financial regulations introduced this year, the external audit tasks had changed for us as a very small Council (defined as less than £25k annual income).

Councillors were comfortable to certify this Council as Exempt – proposed by PC seconded by CH and supported unanimously. Councillors considered each of the Annual Governance Statements and it was proposed by IW and seconded by PH that this Council had discharged these responsibilities. Supported unanimously.

Finally, Councillors considered the Accounting Statements and it was proposed by PH and seconded by CH that these were correct. Supported unanimously. All attestations were signed.

Action: Clerk to complete the documentation and send it to the auditor in the necessary timescale.

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12. To appoint members, including the Chairman to serve and lead the Council's representation for activities

It was agreed that the following responsibilities would be in place for 2018/19

| | |
|---|---------------------------------------|
| Planning Applications | All available Councillors |
| Finance & Audit Supervision | Mike Sewell, Mike Wallis, Steve Dixon |
| Roads and Footpaths | Fred Malton |
| National Grid | Peter Harris |
| Community Resilience | Peter Harris |
| Schools Admissions & Transport | Mike Sewell |
| Health | Caroline Harris |
| Trees | Fred Malton |
| Local Access Forum | Ian Wariner |
| North Somerset Standards Committee | Peter Harris & Fred Malton |
| Information Technology & Website | Ian Wariner |

13. To appoint members, including the Chairman, to attend meetings on behalf of the Council

It was agreed that the following responsibilities would be in place for 2018/19

| | |
|---|------------------------------|
| North Somerset Council meetings | Mike Sewell, Steve Dixon |
| Society of Local Council Clerks | Steve Dixon |
| Avon Local Council Association | Mike Sewell (or substitute) |
| Parish Council Airport's Association | Peter Harris |
| Partners & Communities Together | All (as available) |
| Kingston Seymour Trust | Paul Cox |
| Others | As per need and availability |

There being no other business, the meeting closed at 19.35.

Steve Dixon,
Clerk & Responsible Financial Officer,
22nd May 2018