

KINGSTON SEYMOUR PARISH COUNCIL

**Minutes of the Annual Meeting of Kingston Seymour Parish Council held on Monday 11th
May 2015 at 7.30pm at the Village Hall (meeting room)**

Present:

Councillors Mike Sewell (chairman), Paul Cox, Pete Harris, Fred Malton and Mike Wallis.
Leonie Allday, Clerk.

Outgoing chairman in the chair:

1. Signature of Declarations of Acceptance of Office

All councillors signed a Declaration of Acceptance of Office and these were countersigned by the Clerk.

2. Election of Chairman and Signature of Declaration of Acceptance of Office

It was proposed (FM, seconded PH) that MS should continue as chairman. Being willing to stand, and there being no other nominations, MS was declared elected. His Declaration of Acceptance of Office was duly signed and countersigned.

Incoming chairman in the chair:

3. Apologies for absence

None.

4. Election of vice-chairman and Signature of Declaration of Acceptance of Office

It was proposed (PC, seconded FM) that PH should continue as vice-chairman. Being willing to stand, and there being no other nominations, PH was declared elected. His Declaration of Acceptance of Office was duly signed and countersigned.

5. Registers of Members' Interests

These were completed and given to the Clerk. They would be posted on the village and North Somerset Council websites.

Action: Clerk

6. Co-options – arrangements

Only five candidates having stood for election to the Council, two vacancies remained to be filled by co-option. It was agreed that the vacancies would be advertised and candidates

invited to attend a special meeting of the Council on 8th June.

Action: Clerk

7. Financial:

(i) Accounts for year ended 31.3.15

It was proposed (PH, seconded FM) and unanimously agreed that the Accounts be approved. They were duly signed by the Chairman and Clerk / RFO.

(ii) Audit Sub-committee report

The Clerk had circulated a report. The Internal Auditor had signed his certificate, the annual risk assessment had been undertaken and the insurance cover reviewed. It was proposed (PH, seconded PC) that the report be accepted.

(iii) Annual Return

Councillors reviewed and completed the Annual Governance Statement which was duly signed and countersigned. The Clerk would complete the paperwork and make the return to the External Auditor.

Action: Clerk

(iv) Mandate to make payments against budgeted items between meetings

It was agreed that this should be extended.

(v) Alteration to bank mandate - new cheque signatory

With the resignation of councillor John Harris, a replacement cheque signatory was required. It was agreed that this would be PH. The Clerk would obtain the necessary forms.

Action: Clerk

(vi) Schedule for compliance with Transparency Code for small councils

The Clerk had listed the items which, with effect from 1st July latest, would have to be posted on the website. She would make the necessary arrangements with the web manager. It was noted that in future draft minutes must be posted within a month of a meeting; this would be a change in practice as at present minutes were not posted until approved, ie 2 months later. The Chairman asked councillors to alert the Clerk to any inaccuracies or omissions as soon as the draft minutes were circulated, so that any errors could be corrected before the draft minutes were posted on the website. Formal approval would continue to take place at the next meeting of the Council.

Action: All councillors, Clerk

8. Annual Review of:

- (i) **Standing Orders** – A new template was available which the Clerk would consider and compare with the existing Standing Orders – deferred until the Council's September meeting
- (ii) **Financial Regulations** – It was noted that these were not yet due for review, a revised version having been adopted in January 2015
- (iii) **Frequency / dates of meetings** – It was agreed that the existing arrangements would continue
- (iv) **Sub-committees and councillors' special duties** – deferred until the Council's full complement was reached
- (v) **Attendance at meetings of other bodies** - deferred until the Council's full complement was reached
- (vi) **Subscriptions to other bodies** – as per Budget previously agreed.

The meeting closed at 8.16pm