

KINGSTON SEYMOUR PARISH COUNCIL

Minutes of the Annual Meeting of Kingston Seymour Parish Council held on Thursday 12th May 2011 at 7.30pm at the Village Hall (meeting room)

Present:

Councillors Cathy Cooke (outgoing chairman, items 1-3), Paul Cox, Fred Malton (from 7.45pm), Mike Sewell, Claire Stuckey (from 7.45pm), Bryan Thomas and Mike Wallis. Leonie Allday, Clerk

In attendance:

District Councillor and Local Member Jill Iles.

Outgoing Chairman in the chair:

1. Apologies for absence

Councillor John Harris (on holiday). District Councillor and Local Member Annabel Tall. Parish Council Liaison Officer Carolyn Hills.

2. Welcome to new Councillors and signature of Declarations of Acceptance of Office

CC welcomed everyone to the meeting, especially the two new councillors. All councillors present signed their Declaration of Acceptance of Office and these were counter-signed by the Clerk.

3. Election of Chairman and vice-chairman and signatures of Declarations of Acceptance of Office

CC invited nominations for the position of Chairman. JH was nominated by PC and seconded by MW. In his absence, the Clerk confirmed that he had expressed his willingness to stand by letter. There being no other nominations, JH was declared elected unopposed.

In the absence of JH, CC invited nominations for vice-chairman. MS was nominated by PC and seconded by MW. There being no other nominations, MS was declared elected unopposed.

At this point there was a presentation to the retiring chairman CC, after which she left the meeting. FM and CS joined the meeting.

Incoming Vice-chairman in the chair:

4. Registers of Members' Interests

The Clerk reminded new councillors that these should be completed and returned to her within 28 days. She advised that, as all the entries had been recently revised, other councillors need not complete a new register unless there were any material changes in their circumstances.

Action: BH, CS

5. Financial:

(i) Accounts for year ended 31.3.11

The Clerk invited questions but there were none. It was proposed (MW, seconded PC) and unanimously agreed that the Accounts should be adopted and they were duly signed by MS.

- (ii) Renewal of Mandate to make payments against budgeted items between meetings

It was proposed (FM, seconded MW) and unanimously agreed that the mandate should be renewed.

- (iii) Audit of Accounts 2010/11 – timetable

The Clerk had circulated this. It was noted that the Finance and Audit sub-committee would need to meet shortly; the Clerk would make the necessary arrangements. The full Council would need to meet to approve and sign off the Annual Return; a meeting was provisionally arranged for 21st June. The Clerk would check the availability of the meeting room and would confirm the date to councillors in due course.

The Clerk also mentioned a consultation currently being conducted by the Audit Commission, reviewing the audit regime for local councils. She would look at this and, if appropriate, send a response.

Action: Clerk

6. Annual Review of:

- (i) Standing Orders
- (ii) Financial Regulations

It was noted that both had been reviewed fairly recently; the Clerk was not aware of any need to conduct a further review at this stage.

- (iii) Frequency / dates of meetings

A draft schedule had been circulated. Councillors agreed that rotating the days of the week on which meetings were held had worked well, so this would continue. The Clerk would confirm the dates of meetings to all concerned (including placing them in the website diary).

Action: Clerk

- (iv) Councillors' special duties
- (v) Attendance at meetings of other bodies
- (vi) Subscriptions to other bodies

These were agreed as per the attached schedule, with the exception that membership of the PCAA would be discussed at a later date. It was noted that Congresbury PC, concerned at the hard line taken against airport expansion, had recently decided to leave.

It was suggested that the Clerk should write to Richard Simmons and Angus Norrish to check that they were willing to continue with their Emergency Liaison role and thank them for this service to the community.

Action: Clerk

The meeting closed at 8.20pm

KINGSTON SEYMOUR PARISH COUNCIL

Meeting dates, 2011

Bi-monthly

Monday 18 July
Tuesday 13 September
Wednesday 16 November
January, March 2012 TBA

Approval of Annual Return: Tuesday 21st June
Budget TBA

Planning as required

Sub-committees and special duties 2011/12

Planning (full Council)	All available
Finance & Audit	Chairman, Vice-chairman, Clerk
Roads and Footpaths	Paul Cox
Emergency Liaison	Richard Simmons, Angus Norrish
Community Safety Local Action Team	Chairman, Clerk if required
School Admissions and Transport	Mike Sewell

Attendance at meetings 2011/12

NSC / local councils business meetings	Chairman / FM, Clerk
ALCA NSG	Ad hoc plus clerk if available
PCAA	MS
PAC T meetings	BT + Craig Connell (NW)
Others	By arrangement

Subscriptions* to other bodies

ALCA	£74.44 (11/12)
SLCC	£95 (11)
PCAA	£50 (2011 membership tbc)

* Grants (village magazine, Post Office, churchyard maintenance) are reviewed at the minutes annual mtg 12.5.11

Budget meeting