

## KINGSTON SEYMOUR PARISH COUNCIL

### Minutes of the Annual Meeting of Kingston Seymour Parish Council held on Monday 12<sup>th</sup> May 2014 at 7.30pm at the Village Hall (meeting room)

#### Present:

Councillors John Harris (outgoing chairman), Paul Cox, Pete Harris, Fred Malton, Mike Sewell (incoming chairman), Bryan Thomas and Mike Wallis. Leonie Allday, Clerk.

#### In attendance:

District Councillor and Local Member Tony Moulin

#### *Outgoing chairman in the chair:*

#### 1. Election of Chairman and signature of Declaration of Acceptance of Office

The Chairman (JH) indicated that he wished to stand down and would not be seeking re-election. He invited nominations for the post. MS was proposed by PH and seconded by FM. There being no other nominations, MS was declared elected, and duly signed a Declaration of Acceptance of Office, which was counter-signed by the Clerk.

#### *Incoming chairman in the chair:*

#### 2. Apologies for absence

District Councillor and Local Member Jill Iles; Carolyn Hills, Parish Council Liaison Officer.

#### 3. Election of vice-chairman and signature of Declaration of Acceptance of Office

The Chairman (MS) invited nominations for the post. PH was proposed by JH and seconded by BT. There being no other nominations, PH was declared elected, and duly signed a Declaration of Acceptance of Office, which was counter-signed by the Clerk.

#### 4. Registers of Members' Interests

The Clerk reminded councillors to advise Clerk of any material changes within 28 days. The Chairman suggested that such a reminder could be a regular agenda item along with Declarations of Interest relevant to the particular meeting.

When finalised, the Clerk would arrange for the Register to be posted on the village website.

#### 5. Financial:

##### (i) Accounts for year ended 31.3.14

The Clerk had circulated the Accounts. In answer to a question she explained that from the financial year in question the precept was reduced by the amount of the Council Tax Support Grant. It was proposed (MS, seconded JH) and unanimously agreed that the Accounts should be approved; they were duly signed by the chairman and counter-signed by the Clerk.

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

It was proposed (PH, seconded FM and unanimously agreed that the Clerk should be able to make payments in line with the Budget between meetings; two cheque signatories would be required as normal.

(iii) Audit of Accounts 2013/14 - timetable

The Clerk took councillors through this. It would be necessary for a councillor to hold the books for a short period towards the end of the Period of Inspection as she would be away: PH offered to do this.

(iv) Report of Audit Sub-committee

The Council received a report covering the annual risk assessment, insurance review, proposed audit-substitute transparency code for small councils, and the new model financial regulations prepared by NALC. A couple of minor action points had been identified and the Clerk already had these in hand.

The Clerk reported that Chris Walton has completed the internal audit and everything was to his satisfaction. He had completed his report (Section 4 of the Annual Return).

(v) Annual Return

Councillors went through the Annual Governance Review checklist (Section 2) and felt confident in responding positively to all items. Sections 1 and 2 were duly signed by the Chairman and Clerk as required for external audit purposes.

(vi) Review of:

**Standing Orders** - deferred until July or September

**Financial Regulations** - the new model regulations would be considered and if appropriate adopted at the Council's July meeting

**Frequency / dates of meetings** - no modifications to the schedule were proposed

**Sub-committees and councillors' special duties** - approved as listed

**Attendance at meetings of other bodies** - approved as listed

**Subscriptions to other bodies** - approved as listed

*The meeting closed at 8.10pm*