

KINGSTON SEYMOUR PARISH COUNCIL

**Minutes of the Annual Meeting of Kingston Seymour Parish Council held on Monday
13th May 2013 at 7.30pm at the Village Hall (meeting room)**

Present:

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

Outgoing chairman in the chair:

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

It was proposed (FM, seconded PC) that JH be nominated as Chairman. He indicated that he was willing to stand but pointed out that if elected it would be his 10th (though not consecutive) year in the chair and possibly his last. There being no other nominations, JH was declared elected and duly signed a Declaration of Acceptance of Office.

Incoming chairman in the chair:

2. Apologies for absence

District Councillors Jill Iles and Tony Moulin. Carolyn Hills, Parish Council Liaison Officer.

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

It was proposed (PC, seconded FM) that MS be nominated as vice-chairman. Being willing to stand and there being no other nominations he was declared elected and duly signed a Declaration of Acceptance of Office. JH thanked MS for being such a good vice-chairman over the past year.

4. Registers of Members' Interests

Councillors were asked to advise the Clerk of any material changes as soon as possible. BT commented that he had been re-elected to the PCC; the Clerk would add this information to the Register.

Action: Clerk

5. Financial:

(i) Accounts for year ended 31.3.13

It was proposed (PH, seconded MW) and unanimously agreed that these should be approved; they were duly signed by the Chairman.

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

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

- (iii) Audit of Accounts 2012/13

The timetable was noted. The internal audit had been carried out by Chris Walton; no matters of significance had been raised and the certificate had been issued. Councillors were happy to reappoint him subject to his agreement. The Clerk would thank him on behalf of the Council for conducting the audit and would establish whether or not he was happy to continue in this role.

Action: Clerk

- (iv) Audit Sub-committee

The Chairman reported that the audit sub-committee had met to conduct the annual risk assessment and review the insurance schedule. It wished to recommend regular inspections of the Council's assets and also of the trees at the Triangle. After discussion it was agreed that the assets would be inspected once during the lifetime of each Council (in Year 4, Clerk to arrange) and the trees every autumn (FM to arrange).

Action: Clerk, FM

The Clerk reported that she had established that the amount for which the war memorial was insured could be increased to £15,000 without any increase in the premium; it was agreed that this should be done. She had also secured worldwide (rather than EU-wide) insurance cover for the Council's laptop, again at no additional cost.

The question of the ownership of the land at the Triangle was raised and the clerk reminded councillors that she had attempted, unsuccessfully, to prove title on the basis of the reference number contained in the Council minutes of 1968. The land Registry had no relevant records and neither did North Somerset Council or Somerset County Council. It was agreed that a first registration be tried on the basis of de facto ownership.

Action: Clerk

- (v) Annual Return

The Chairman took councillors through the annual Governance Statement in detail, following which it was proposed (PH, seconded PC) and unanimously agreed that the Annual Return could be approved and signed.

6. Annual Review of:

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

It was agreed that these reviews would be deferred pending legislative changes which would necessitate changes to both documents. NALC would doubtless issue new model documents which could then be customised and adopted.

(iii) Frequency / dates of meetings

It was generally agreed that the present pattern of meetings should continue. The Clerk reminded councillors of the dates of the scheduled bi-monthly meetings for the rest of the year.

(iv) Sub-committees and councillors' special duties

(v) Attendance at meetings of other bodies

(vi) Subscriptions to other bodies

The Clerk had listed the current arrangements and it was agreed that these were satisfactory and should continue for another year. BT commented that he did not receive details of PACT meetings; the clerk would arrange for these to be passed on by Craig Connell. She would also thank CC for his work as Neighbourhood Watch coordinator and check that he was happy to continue in that role.

Councillors wished to continue with membership of ALCA, SLCC and PCAA.

The meeting closed at 8.30pm.