

KINGSTON SEYMOUR PARISH COUNCIL

Minutes of a special meeting of Kingston Seymour Parish Council on Tuesday 21st June at 8pm in the foyer, Village Hall

Present:

Councillors J Harris (chairman), P Cox, M Sewell and M Wallis. Leonie Allday, Clerk

Declarations of Interest under the Code of Local Government Conduct: None

1. Apologies for absence

Councillors F Malton (working), C Stuckey and B Thomas (on holiday)

2. Receipt of Report of Audit Sub-committee

- Risk Assessment 2011
- Internal Audit Review of Effectiveness

The Clerk had prepared a report, which was discussed in some detail. It was agreed that all the Council's systems and processes were both sound and transparent. The annual risk had already been approved. However, the chairman expressed concern at the lack of progress on some of the actions from the previous year and acknowledged that this indicated that the Clerk's workload was too great to be accommodated in the hours available. The Clerk agreed and said that she usually had to prioritise and some non-urgent matters got repeatedly delayed. She agreed that the war memorial grant application was a pressing concern and would ensure that it was now given the highest priority.

Councillors asked what records were to be transferred to Taunton; the Clerk responded that she had two large minute books going back to the establishment of the Parish Meeting at the end of the nineteenth century, plus some financial records. She would ascertain whether there was anything else that ought to be kept in the county archives but she thought not.

MS questioned the need for a waterproof / fireproof security box and suggested that all essential material should be backed up onto an external hard drive kept elsewhere than at the Clerk's home. He offered to help with scanning any records that the Clerk held in hard copy form only. This offer was gratefully accepted.

The Clerk raised the question of the archiving of material such as consultation documents and planning applications which were now available online. The Council's records now took up an enormous amount of space. It was agreed that this would be the subject of discussion by the full council at a later date.

PC asked whether the new PAYE regulations would apply to occasional casual payments made to individuals such as Mary Culmstock as well as to employees. The Clerk advised that they would not, being reimbursements for expenses and not subject to a contractual relationship. The position of web manager would however fall within the scheme.

Action: Clerk, with support from MS

3. Approval of Annual Statement of Governance and authorization of Clerk to submit Annual Return to Auditor

The Clerk reported that the Internal Audit had been completed; all was in order and no matters had been raised except a reminder that it was time to submit a VAT repayment claim. The Chairman took councillors through the list of statements of assurance and it was agreed that they could all be

answered in the affirmative. The Annual Return was duly signed by the Chairman and Clerk and would now be submitted.

Action: Clerk

The meeting closed at 9.15pm