

# GREAT ADDINGTON PARISH COUNCIL

## Minutes of the Annual Meeting held in the Memorial Hall on Wednesday 20 May 2015

*Prior to the meeting, all elected members of the Council signed their Acceptance of Office/Code of Conduct documents in the presence of the Clerk and will be issued with Register of Interest forms to be completed within 28 days.*

### Present at the meeting.

**Councillors:** Cllr N Palmer (in the Chair from agenda item 15/291 a) onwards), Cllr A Fischelis, Cllr C May, Cllr H Mayes, Cllr H Rainbow (from agenda item 15/292 onwards), Cllr M Scott and Cllr C Wilkinson.

**In attendance:** Mrs E Scott (in the Chair for the transaction of agenda item 15/291 a) only) and Mrs H Hoier (Clerk).

### 15/291 Formalities.

**a) To elect the Chairman for 2015/16.**

Mrs E Scott (Chairman for 2014/15) had not sought re-election as a member of the Council and presided until her successor was elected. Mr C Fry (Vice-Chairman for 2014/15) had also not sought re-election as a member of the Council.

**RESOLVED** that it be proposed, seconded and with all members present; **CARRIED** that Cllr N Palmer be elected as Chairman for 2015/16.

**RESOLVED** that expressions of thanks to Mrs E Scott and Mr C Fry for services to the Council be placed on record.

**b) To elect the Vice-Chairman for 2015/16.**

**RESOLVED** that it be proposed, seconded and with all members present; **CARRIED** that Cllr M Scott be elected as Vice-Chairman for 2015/16.

### 15/292 To co-opt to fill the vacancy arising due to an insufficient number of nominations following an ordinary election.

The Council received a single nomination from Miss H Rainbow.

**RESOLVED** that it be proposed, seconded and with all members present; **CARRIED** that Miss H Rainbow be co-opted by this Council to fill the vacancy arising due to an insufficient number of nominations following an ordinary election.

### 15/293 Formalities.

**a) To receive and approve apologies for absence.**

There were no apologies for absence from members as the full Council was present.

**b) To receive information requests/comments from members of the public.**

There were no information requests/comments from members of the public.

**c) To receive declarations of discloseable pecuniary/other interests by Councillors and dispensation requests.**

There were no disclosures of interest by members in items on the agenda.

### 15/294 Financial appointments.

**a) To appoint the Responsible Financial Officer (RFO) for 2015/16.**

**RESOLVED** that it be proposed, seconded and with all members present; **CARRIED** that the Clerk be appointed as the Responsible Financial Officer (RFO) for 2015/16.

**b) To appoint the Internal Controllers for 2015/16.**

**RESOLVED** that it be proposed, seconded and with all members present; **CARRIED** that Cllr H Mayes and Cllr C Wilkinson be appointed as the Internal Controllers for 2015/16.

**c) To appoint the bank signatories for 2015/16.**

**RESOLVED** that it be proposed, seconded and with all members present; **CARRIED** that Cllr H Mayes, Cllr N Palmer and Cllr H Rainbow be appointed as the bank signatories for 2015/16.

**d) To appoint the Internal Auditor for 2015/16.**

**RESOLVED** that it be proposed, seconded and with all members present; **CARRIED** that Mrs S Bruce be appointed as the Internal Auditor for 2015/16.

**15/295 Governance.**

- a) **To approve any amendments to this Council's governing documents.**
- (i) **Standing Orders.**  
It was acknowledged that this governing document had been amended within the last twelve months in compliance with the Openness of Local Government Bodies Regulations 2014 (with particular reference to public recordings of meetings).  
**RESOLVED** that the NALC Model Standing Orders with this Council's customisations be proposed, seconded and with all members present in favour; **APPROVED** by this Council without amendments (minutes 14/157, 14/199 and 14/211 refer).
- (ii) **Financial Regulations.**  
It was acknowledged that this governing document enables the Council to comply with the latest legislation (with particular reference to alternative payment methods).  
**RESOLVED** that the NALC Model Financial Regulations with this Council's customisations be proposed, seconded and with all members present in favour; **APPROVED** by this Council without amendments (minute 14/157 refers).
- b) **To approve any amendments to this Council's procedures.**  
It was acknowledged that the Council's procedures for handling complaints and requests made under the Freedom of Information Act 2000 should be reviewed to ensure compliance with current legislation and awareness of recommended good practice.  
**RESOLVED** to defer the transaction of this business to the next scheduled meeting at the Chairman's discretion and on the grounds of procedural efficiency.
- c) **To approve any proposed amendments to this Council's delegation arrangements.**  
The Council reviewed its delegation arrangements currently in place to ensure that adequate governance is maintained.  
**RESOLVED** that it be proposed, seconded and with all members present; **CARRIED** that the Clerk may continue to use discretion when dealing with business items (depending on the importance/relevance to this Council and/or to Great Addington) and circulate details to members of the Council of any action taken/recommended so long as full compliance with governing documents is maintained.
- d) **To appoint representatives of this Council to external bodies.**
- (i) **Addingtons Playing Field Association (APFA).**  
It was acknowledged that as the Council is a joint custodian trustee of the Addingtons Playing Field, it may be required to appoint two elected members as its representatives to this external body and that Mr C Fry would not be eligible.  
**RESOLVED** that it be proposed, seconded and with all members present; **CARRIED** that Cllr C May be appointed as the first Addingtons Playing Field Association (APFA) representative for 2015/16.  
**RESOLVED** that subject to governing document terms and conditions it be proposed, seconded and with all members present; **CARRIED** that Mr C Fry be appointed as the second Addingtons Playing Field Association (APFA) representative for 2015/16.
- (ii) **Great Addington Memorial Hall Committee (GAMHC).**  
It was acknowledged that as the Council is not a trustee of the Memorial Hall, it is not required to appoint an elected member as its representative and that the Clerk already serves on this external body.  
**RESOLVED** that it be proposed, seconded and with all members present; **CARRIED** that the Clerk be appointed as the Great Addington Memorial Hall Committee (GAMHC) representative for 2015/16.
- (iii) **Ringstead Grange Quarry Liaison Group (RGQLG).**  
**RESOLVED** that it be proposed, seconded and with all members present; **CARRIED** that Cllr H Mayes be appointed as the Ringstead Grange Quarry Liaison Group (RGQLG) representative for 2015/16.
- e) **To confirm the dates and times of ordinary Council meetings for 2015/16.**  
**RESOLVED** that it be proposed, seconded and with all members present; **CARRIED** that the dates and times of ordinary Council meetings for 2015/16 will be the third Wednesday of each month at 7.45 pm subject to there being sufficient business to transact and/or unless amended by resolution.

**15/296 To confirm the minutes of the meeting held on Wednesday 15 April 2015.**

**RESOLVED** that these minutes be **CONFIRMED** by this Council as being a correct record of the meeting held on Wednesday 15 April 2015 and signed by the Chairman.

**15/297 Community.**

**To approve this Council's copy for the June 2015 issue of Saints Alive!**

Copy to be included in the June 2015 issue of Saints Alive! was considered (with particular reference to business transacted at the May meetings).

**RESOLVED** that names of the newly elected Councillors; expressions of thanks to former Council members and to the volunteers who assisted with Operation Spring Clean 2015; election of offices of Chairman and Vice-Chairman; details of a Community Speed Watch training session along with the availability for inspection of the Council's financial records be included with the regular items.

**15/298 Finance.**

**a) To receive and approve this Council's financial statements, bank reconciliation and asset register for the year ended 31 March 2015.**

The Council received and scrutinised these financial documents prior to the Clerk's certification of the 2014/15 accounting statements.

**RESOLVED** that the net bank balance of £10,648.71 reconciles to the receipts and payments and the total value of this Council's fixed assets/long term investments at 31 March 2015 was £32,352.91.

**b) To approve Sections 1 and 2 of the Annual Return for the year ended 31 March 2015.**

The Council confirmed that it is satisfied that the accounting statements present fairly its financial position in accordance with the Accounts and Audit (England) Regulations 2011.

**RESOLVED** that Sections 1 and 2 of the Annual Return for the year ended 31 March 2015 be proposed, seconded and with all members present in favour; **APPROVED** by this Council.

**c) To confirm arrangements for insurance cover in respect of all insured risks and approve payment to Aon UK Ltd.**

The Council reviewed its requirements regarding the range/value of cover to ensure that it is adequate and confirmed that the quoted price does not exceed its three-year binding agreement with Aon UK Ltd.

**RESOLVED** this Council's insurance cover is adequate and that cheque 100232 to Aon UK Ltd for £321.36 be proposed, seconded and with all members present in favour; **APPROVED** by this Council for payment (Local Government Act, s 111).

**d) To approve payment to JME Ground Services Ltd for All Saints Church mowing (April 2015).**

**RESOLVED** that cheque 100233 to JME Ground Services Ltd for £54.00 be proposed, seconded and with all members present in favour; **APPROVED** by this Council for payment following confirmation that the proposed transaction has been budgeted accurately (Local Government Act 1972, s 215).

**15/299 To confirm the date of the next meeting (scheduled to be held in the Memorial Hall, Woodford Road, Great Addington on Wednesday 17 June at 7:45 pm).**

**RESOLVED** that the next meeting of this Council will be held in the Memorial Hall, Woodford Road, Great Addington on Wednesday 17 June 2015 at 7.45 pm.

*The Chairman closed the meeting at 9.50 pm.*

**Signed by Cllr N Palmer (Chairman) at the meeting held on Wednesday 17 June 2015.**