

SEMINGTON PARISH COUNCIL

**Minutes of the Annual Meeting of the Parish Council
held on Wednesday
13 May 2009 at 8 pm in the Village Hall**

Present.

Councillor Robert Oglesby (Retiring Chairman and newly elected Chairman) and Councillors Paul Bowyer, Kevin Lockwood, S Rimmer, Rob Robinson, Brian Smyth, P Vooght and the Clerk, Roger Coleman.

There were three parishioners present.

PCSO Rose Baldock attended the meeting.

1. Welcome and Introductions.

The Chairman introduced the meeting and welcomed all those present.

2. Apologies.

Apologies for non-attendance were received from Parish Councillor Colin Wade.

3. Election of Chair.

Cllr. Robinson proposed that Cllr. Oglesby be elected as Chairman. There were no other nominations. Cllr. Oglesby was unanimously elected as Chairman of the Parish Council for the forthcoming year. Cllr. Oglesby signed the Declaration Form, as Chairman, and this was countersigned by the Clerk.

4. Election of Vice-Chairman.

Cllr. Oglesby proposed that Cllr. Bowyer be elected as Vice-Chairman. There were no other nominations. Cllr. Bowyer was unanimously elected as Vice-Chairman.

5. Election of other Officers.

The following appointments were made, following a unanimous vote in each case:

Neighbourhood Policing Team Tasking Group – Cllr. Bowyer.

Parish Liaison Group (in respect of Policing matters) – Cllr. Bowyer.

Public Transport Representative – Cllr. Robinson.

Environment Representative – Cllr. Oglesby.

Village Hall Management Committee Representatives – Cllrs. Bowyer and Vooght.

Community Area/Area Board – Cllrs. Oglesby, Vooght, Bowyer, Dobbyn and Smyth.

6. Finance/Annual Return.

a. The Clerk gave a brief report on the accounts for the Financial Year 2008/2009. A detailed report is attached to these minutes.

b. The Council noted the statement on the St Georges Fund. This statement is attached to these minutes.

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c. The Clerk stated that the internal auditor had completed her audit and had written to him and the Chairman confirming that all matters were in order. The Council unanimously approved the completed Annual Return for the year ended 31 March 2009. The Chairman signed the Annual Return on behalf of the Council.

d. The Council resolved to remunerate the Internal Auditor in the sum of £100. Cllr. Dobbyn suggested that the Clerk should enquire of local accountancy firms whether they would undertake the Internal Audit free of charge.

e. The Council resolved unanimously to continue with the existing Lloyds TSB Banking Arrangements for the year i.e. Lloyds TSB A/Cs 2149025, 7754288.

f. The Council confirmed that the Clerk is the Responsible Finance Officer.

7. Clerk Salary/Expenses.

The Council noted that the Clerk's Salary was at SCP 21 and that this was at the top of the appropriate salary scale and confirmed that this salary would increase in line with the revised scale for SCP 21 (when published) detailed in the National Association of Local Councils (NALC) Salary Award Agreement. The level of expenses was to remain unchanged.

8. Ordinary Parish Council Meetings.

The Council resolved unanimously to maintain the present frequency of monthly meetings, commencing at 8pm with no meeting to be held in August.

9. Chairman's Allowance.

The Chairman declined to accept a Chairman's allowance.

10. Appointment of Internal Auditor.

The Council resolved unanimously to appoint Angela Tadman as the Internal Auditor for the current Financial Year.

11. Budget Details for Financial Year 2009/2010.

The Council noted the agreed Budget for the year.

12. Authorised Signatories.

The council resolved unanimously that all councillors are to remain signatories for cheques, deposit accounts and other financial matters in respect of all A/Cs with the requirement that any two signatures will suffice. The Clerk was asked to add Cllr. Dobbyn to the list of approved signatories.

13. St George's Development Fund.

Councillors stated that a full record of existing, and proposed, projects are contained within the minutes of the Ordinary Parish Council meetings and noted that financial details of all projects are referred to at Agenda item 6b and are attached to these minutes.

14. Tennis Court Rental.

The Council noted that there is no rental payable because of the demise of the Tennis Club.

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15. Annual Insurance.

The Chairman observed that the annual Insurance Policy with Allianz-Cornhill had been renewed following the decision at the Parish Council meeting held on 15 April 2009 and that the Council was satisfied that the existing cover was adequate.

16. Risk Register.

The Council noted the Risk Register dated 1 April 2009 and resolved that it covered all relevant risks.

17. Asset Register.

The Council noted the Asset Register dated 31 March 2009 and agreed that that it detailed the Council's assets.

18. Distribution/Circulation of Correspondence.

The Council confirmed that the present arrangement for distributing/circulating was working reasonably well and is to continue but with the following changes:

- An e-mail is to be sent to all councillors advising them of the existence, and contents, of the Circulation Pack.
- Circulation Packs are to be sequentially numbers 01/2009, 02/2009 etc.. and dated.

19. Standing Orders.

The Council noted that the Terms of Reference for the 'Planning Application Referral Process' was to be approved at the next Ordinary Parish Council meeting and, except for this matter, it decided there was no need for additional Standing Orders, or amendments to existing ones.

End

The meeting ended at 8.25pm.

R Oglesby
Chairman

17 June 200

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Report on the accounts for the Financial Year 2008/2009.

The accounts have been balanced and the Annual Return and all associated paperwork completed. The balance brought forward from FY2007/08 was £29044.85 and, allowing for the payments and receipts during the year, the balance carried forward at the end of FY2008/09, was £30,536.94. The total receipts for the year were £8339.92, payments for the year totalled £6847.83 and the value of the fixed assets owned by the Council was £19152.64

Of the balance of £30, 536.94 carried forward some £27,148.68 represented the legacy donation of the St George's Development Fund, that is:

St George's Developer Grant - £21,858.
Tennis Court Fund - £5291

leaving just £3388.26 in the General Reserve Bank account.

A VAT Refund of £1271.26 has yet to be credited to the St George's fund and a recent donation to St George's School of £500 has to be debited from the St George's Fund. When these transactions have taken place, the General Reserve (at FY2008/09 year-end) will be £2617.

Main Receipts in the year were:

Precept:	£7500
HMRC VAT Refund:	£131.07
Bank/BS Interest:	£708.85

Main Payments in the year were:

Staff Costs:	£3184.76
Office Expenses:	£371.76
Donations:	£1790 (St George's School - £500, PCC - £650, Newsletter - £300).
Insurance/Subscriptions/Audit Fees:	£ 856.31
Hall Hire:	£400

The Annual Return had been completed and the Internal Auditor had completed her audit and had signed off the Annual Return. All matters were satisfactory.