

SEMINGTON PARISH COUNCIL

**DRAFT Minutes of the Annual Meeting of the Parish
Council held on Wednesday
17 May 2017 at 7.30 pm in the Village Hall**

Present.

Councillor Robert Oglesby (Retiring Chairman), Brian Smyth (newly elected Chairman) and Councillors P. Bowyer, S. Rimmer, P Smith, C. Wade and the Clerk, Roger Coleman.

There was one parishioner present.

1. Welcome and Introductions.

The Chairman introduced the meeting and welcomed all those present.

2. Semington Parish Council/Declaration of Office/Register of Interests.

- a. The Council noted the composition of the Council following the elections held on 4 May 2017.
- b. The councillors signed the Declaration of Office Forms which were countersigned by the Clerk.
- c. The Clerk drew the councillors attention to the obligation to register interests in accordance with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and he provided copies of the Wingfield Code of Conduct and details of how to register interests.

3. Apologies.

Apologies for non-attendance were received from Parish Councillors R Robinson and W Scott and from Wiltshire Council, Cllr. J Seed.

4. Election of Chair.

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

5. Election of Vice-Chairman.

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

6. Election of other Officers.

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

- Highways, CATG and Parish Stewart - Cllr. Robinson.
- Environment Representative - Cllr. Scott.
- Village Hall Management Committee Representatives (2) - Cllrs. Wade and Rimmer were appointed as the Parish Council representatives.
- Community Area/Area Board – All councillors (subject to availability).

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- Wilts & Berks Canal – Cllrs. Robinson and Scott.
- Neighbourhood Watch – Cllr. Bowyer.
- Allotments – Cllr. Wade.

7. Finance/Annual Return.

a. The Clerk gave a brief report on the Accounts for FY2016/2017. He stated that he had balanced the accounts, reconciled the Bank accounts with the Cash Book and had completed the Annual Return.

b. The Clerk commented that the Internal Auditor had undertaken the audit and all matters were satisfactory and that correspondence to that effect had been received by Cllr. Bennion (as Chairman) from the Internal Auditor. The Council noted the letter that confirmed that the audit and the Annual Return had been completed satisfactorily with no outstanding matters..

The Clerk stated that the Annual Return was now submitted to the Parish Council for approval and, if approved, the Annual Return will then be sent to Grant Thornton, the External Auditor.

c. The Council unanimously **resolved** to approve Section 1 (Annual Governance Statement 2016/17) of the Annual Return and the Chairman signed it on behalf of the Council.

d. The Council unanimously **resolved** to approve Section 2 (Accounting Statements 2016/17) of the Annual Return and the Chairman signed it on behalf of the Council.

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

8. Clerk Salary/Expenses.

The Council noted that the Clerk was currently at SCP24 of the NALC Salary Scales for Part-time Clerks.

The Clerk stated that he was not proposing any changes to his salary or to the level of expenses.

9. 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.

10. Chairman's Allowance.

The Chairman declined to accept a Chairman's allowance.

11. Appointment of Internal Auditor.

a. The Council **resolved** unanimously to appoint Becky Randall as the Internal Auditor for the current Financial Year.

b. The Council was satisfied at the effectiveness of the Internal Audit and noted that the Terms of Reference for the Internal Audit are in Standing Orders dated 18 May 2011.

12. Budget Details for Financial Year 2017/2018.

The Council noted the agreed Budget for the year.

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13. **Authorised Signatories.**

The council **resolved** unanimously that all councillors are to be signatories for cheques, deposit accounts and other financial matters in respect of all accounts with the requirement that any two signatures will suffice. It was noted that the previously authorized signatory of Cllr. Lockwood is to be removed.

14. **Annual Insurance.**

a. The Clerk confirmed that the Insurance Policy provided adequate cover for the Council. The Clerk was asked to confirm that the Information Boards were included on the Insurance Schedule.

b. The Parish Council **resolved** to adopt the quotation from Zurich Municipal Insurance and to pay the premium.

15. **Risk Register.**

The Council noted the Risk Register dated 1 April 2017 and **resolved** that it covered all relevant risks.

16. **Asset Register.**

The Council noted the Asset Register dated 31 March 2017 and agreed that that it detailed the Council's assets.

17. **Distribution/Circulation of Correspondence.**

The Council confirmed that the present arrangement for distributing/circulating via e-mail was working well and is to continue.

18. **Standing Orders.**

The Council **resolved** that no additional Standing Orders were required.

End

The meeting ended at 8.00pm.

R Oglesby
Chairman

14 June 2017