

SEMINGTON PARISH COUNCIL

**Minutes of the Annual Meeting of the Parish Council
held on Wednesday
16 May 2018 at 8.00pm in the Village Hall**

Present.

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

Wiltshire Council Cllr. J Seed attended.

There were three parishioners present.

1. Welcome and Introductions.

The Chairman introduced the meeting and welcomed all those present.

2. Semington Parish Council Declaration of Interests.

There were no interests declared.

3. Apologies.

Apologies for non-attendance were received from Parish Councillor W Scott.

4. Election of Chair.

Cllr. Robinson 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. Robinson 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:

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

7. Annual Governance and Accountability Return for the Year ending 31 March 2018.

18 May 2018

Chairman's Signature _____

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- a. The Clerk gave a brief report on the Accounts for FY2017/2018. He stated that he had balanced the accounts, reconciled the Bank accounts with the Cash Book and had completed the Annual Governance and Accountability Return (AGAR).
- b. The Clerk commented that the Internal Auditor had undertaken the audit and all matters were satisfactory. The Chairman confirmed that he had received correspondence to that effect from the Internal Auditor. The Council noted the letter that confirmed that the audit and the AGAR had been completed satisfactorily with no outstanding matters. The Clerk stated that the AGAR was now submitted to the Parish Council for approval and, if approved, the Annual Return and other required documents would be displayed on the website in accordance with the instructions from the newly appointed External Auditors PKF Littlejohn LLP. The Chairman thanked the Clerk on behalf of the Council for his consistently high standard of work.

The Council unanimously **resolved** to approve the Certificate of Exemption of the Annual Governance and Accountability Return 2017/18 and the Chairman signed it on behalf of the Council.

- c. The Council unanimously **resolved** to approve Section 1 of the Annual Governance and Accountability Return 2017/18 and the Chairman signed it on behalf of the Council.
- d. The Council unanimously **resolved** to approve Section 2 of the Annual Governance and Accountability Return 2017/18 and the Chairman signed it on behalf of the Council.
- e. The Council confirmed that the Clerk is the Responsible Finance Officer for FY2018/19.

8. Financial Regulations.

The Council **noted** that Financial Regulations dated 18 November 2017 and it **agreed** that no changes were necessary.

9. Clerk Salary/Expenses.

The Clerk stated that he was currently on SCP 24. The Council noted the work performance of the Clerk and the additional responsibilities and **resolved** to promote the Clerk to SCP26 with effect from 1 May 2018.

The Council **resolved** that the expenses claimed as 'Office Expenses' – stationery, postage etc - would remain unchanged.

10. 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.

11. Chairman's Allowance.

The Chairman declined to accept a Chairman's allowance.

12. Appointment of Internal Auditor.

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

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b. The Council was satisfied at the effectiveness of the Internal Audit and **resolved** to approve the latest Terms of Reference for the Internal Audit dated 1 April 2018.

13. Budget Details for Financial Year 2018/2019.

The Council noted the agreed Budget for the year.

14. 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. The Council **resolved** unanimously to maintain the existing 'banking arrangements' with Lloyds for the year. It was noted that the previously authorised signatory of Cllr. Lockwood is to be removed and that of Cllr. Smith to be added.

15. Annual Insurance.

a. The Clerk confirmed that the Insurance Policy provided adequate cover for the Council.

b. The Parish Council noted that the quotation from Zurich Municipal Insurance for the Parish Council insurance had been agreed and authorised for payment at the previous Ordinary Parish Council meeting. The Clerk was asked to investigate whether a risk associated with the forthcoming General Data Protection Regulations was covered by the insurance policy.

16. Risk Register.

The Council noted the Risk Register dated 1 April 2018 and **resolved** that it covered all existing risks. The Clerk was asked to investigate adding a risk associated with the forthcoming General Data Protection Regulations to the Risk Register.

17. Asset Register.

The Council noted the Asset Register dated 31 March 2018 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 via e-mail was working well and is to continue.

19. Standing Orders.

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

b. The Council **resolved** to adopt the GDPR Policy as stated in the Policy document dated 16 May 2018

End

The meeting ended at 8.32pm.

B Smyth
Chairman
13 June 2018