

BARTON BENDISH PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING

Held on Wednesday 13th May 2015
commencing at 7.00pm in Barton Bendish Village Hall

Present: Cllr J.R.Bostock Chairman
Cllr P.A.J. Carter
Cllr W.R.Chapman
Cllr A.V.McAlister
Cllr Dr T M Webster
Miss S J Thorpe Parish Clerk

2 members of the public

1. **Election of Officers**

- a. Chairman: Cllr Chapman proposed Cllr Bostock as Chairman, seconded by Cllr McAlister, and agreed by all present.
- b. Vice-Chairman: Cllr Chapman proposed Cllr Carter as Vice-Chairman, seconded by Cllr McAlister, and agreed by all present.

2. **Declaration of Acceptance of Office & Register of Members' Disclosable Pecuniary Interests** Declarations of Acceptance of Office were signed by all Councillors and then witnessed by the Clerk. Register of Members' Disclosable Pecuniary Interest forms were completed and signed, then given to the Clerk.

3. **Apologies** No apologies had been received.

4. **Co-option of two Councillors** It was agreed to fill the vacancies by co-option. Adverts to be placed in the Group 4 News, and on the Parish Council notice board and website.

5. **Sub-Committees**

- a. Projects: The Projects Sub-Committee will continue under the chairmanship of Cllr McAlister, and include Cllr Chapman with two co-opted non-councillor members.

6. **Reports**

- a. Chairman's Report: Cllr Bostock stated that he will produce his annual report for 2014/15 at a later date.

Chairman's
signature.....Date.....

- b. Village Hall Trustees Report: Copies of the report were given out to all Councillors. The report was received without comment or question. It was agreed to check when the re-appointment of trustees was next due.
Cllr Chapman left the meeting at this point.
- c. Poor's Charity Trustees Report: Copies of the report were given out to all Councillors. The report was received without comment or question.
Cllr Chapman returned to the meeting.

7. **Finance**

- a. Annual accounts for year ending 31st March 2015: All documents associated with the end of year accounts, which had been produced by the Clerk, were issued to Cllrs prior to the meeting. There were no comments or queries and following a proposal by Cllr Chapman, seconded by Cllr McAlister, and agreed by all, the accounts were accepted.
- b. Internal Auditors Report: The report from the auditor was read out to the meeting. It confirmed that accounting records had been properly kept but recommended that in order to further strengthen internal financial controls, cheque stubs should be initialled, and payments made by standing order or direct debit should be recorded as approved in the minutes. It also recommended that the PC adopt and regularly review standing orders, financial regulations, and risk assessments. The Clerk advised that she had produced similar documents for other PCs and it was agreed that she would produce a Members' Handbook, containing all of these documents, prior to the next PC meeting for members to consider.
- c. Completion of Annual Return: The Clerk ran through the audit form, there were no comments or queries. The Chairman therefore proposed that the annual return be signed, seconded by Cllr Carter. This was agreed and the document was duly signed by the Chairman and the Clerk.

8. **Meetings Programme 2015/16**

It is was agreed that meetings should continue to be held on the second Wednesday (with the exception of September which will be the first Wednesday) of every alternate month, starting on 8th July 2015 and then 2nd September, 11th November, 13th January 2016, 9th March (Annual Parish Meeting), and 11th May (Annual Parish Council Meeting).

The Chairman declared the Annual Parish Council Meeting closed at 7.28pm

Chairman's
signature.....Date.....