

Little Bardfield Parish Council



www.littlebardfieldparish.org.uk
Annual Meeting of the Parish Council
Tuesday 4th May 2021
7.00pm

This meeting was held remotely due to the Covid19 pandemic

MINUTES OF MEETING

Present: Cllr Andrew Davies, Cllr Terry Cutmore, Cllr Colin Simpson,
Cllr Sandi Merifield (District Councillor), Liz Williamson (Parish Clerk), Uli Gerhard (Member of the Public)

1. Apologies for Absence
No Apologies received
2. Declarations of Interest
None
3. The Minutes of the Meeting of June 2020 to be approved
Minutes were agreed and signed by Cllr Davies.
4. Matters Arising from the Minutes
There were no matters raised.
5. Election of Chairman – Acceptance of Office as Chairman
It was proposed by Cllr Cutmore that Cllr Davies should continue as the role of Chairman. This was seconded by Cllr Simpson. Cllr Davies accepted the role and will continue as Chair of the Parish Council.
6. Election of Vice Chair
It was proposed by Cllr Davies that Cllr Cutmore should continue as the role of Vice Chair. This was seconded by Cllr Simpson. Cllr Cutmore accepted the role and will continue as Vice Chair of the Parish Council.
7. Review of Asset Register
The Register is to be updated to include the Vehicle Activated Sign. The Insurance Policy will be required to be updated to reflect the increased value of the Parish Council Assets.
8. Review of Risk Assessment
The Risk Assessment has been reviewed and it was agreed that no updates were required. This was agreed by Cllr Davies, Cllr Cutmore and Cllr Simpson.
9. Review of Standing Orders
A review of the Standing Orders had been undertaken and agreed that no changes are required. An up-to-date version of the Standing Orders will be published on the website. This was agreed by Cllr Davies, Cllr Cutmore and Cllr Simpson.
10. Review of Financial Regulations
A review of the Financial Regulations has been undertaken and agreed that no changes are required. This was agreed by Cllr Davies, Cllr Cutmore and Cllr Simpson.

11. Acceptance of End of Year Accounts – Treasurers Account and Community Account
Cllr Davies thanked Cllr Cutmore and the Clerk, for their hard work with accounts. The template for the account spreadsheet now includes a Nett column and analysis column.
The Internal Auditor raised concern regarding the surplus of money that is being held by the PC. This is due to claiming the outstanding grass cutting grant from ECC.
The Community Fund is purely for the use of the Community and should not be used to subsidise the Treasurer's account which contains the Precept.
Cllr Davies proposed the acceptance of the end of year accounts and Cllr Simpson seconded this proposal. The accounts will be published on the website.

12. To note the Annual Internal Audit Report – To Approve the Annual Governance Statement
The Audit raised concerns about the transparency of the Parish Council. Little Bardfield is a small Parish Council will holds four meetings a year. All payments are viewed by all Parish Councillors. In future, all payments will be included in the minutes to be agreed by all Councillors.

The Auditors invoice of £170 was agreed and authorised for payment.

The Clerk to arrange an on-line payment

13. AGAR Part 2 Section 1 – Annual Governance Statement
It was discussed and agreed that the Statement was correct and should be signed. This was Proposed and Cllr Simpson seconded.
14. AGAR Part 2 Section 2 – Annual Accounting Statement
It was discussed and agreed that the Statement was correct and should be signed. This was Proposed by Cllr Davies and Seconded by Cllr Cutmore.

Meeting Close at 21:07