

# ASHWICK PARISH COUNCIL

## MINUTES OF ANNUAL COUNCIL MEETING

Held on Wednesday 11<sup>th</sup> May at Ashwick and Oakhill Village Hall

### 1. Election of Chair

#### (a) To elect the Chair for the forthcoming year

Cllr Phil Briscoe proposed Cllr David Barlow as the Chair for the forthcoming year, this was seconded by Cllr Jessica Elliott. This was unanimously agreed and accepted by Cllr David Barlow.

#### (b) The Chair to sign the Declaration of Office Form

Cllr David Barlow signed the Declaration of Office Form

### 2. Election of Vice-Chair

#### (a) To elect the Vice-Chair for the forthcoming year.

The Council decided not to elect a Vice-Chair for the forthcoming year.

### 3. Present

Cllrs David Barlow, Phil Briscoe, Jessica Elliott, Sarah Emery, David Hine, David Thorley and Bryan Wells

### 4. Apologies

All Councillors were present

### 5. Banking Arrangements

#### (a) To agree the 'banking arrangements' for the year and to agree any changes to the nominated signatories

The Council **RESOLVED** to remove two names as they are no longer Councillors and add two new members. The Council also **RESOLVED** that the Parish Clerk has sole authorisation on the bank account but two Councillors will sign documents relating to payments and receipts.

### 6. To confirm that the Parish Council are Custodian Trustees of the Oakhill and Ashwick Village Hall and Playing Fields

The Council **CONFIRMED** that the Parish Council are Custodian Trustees of the Oakhill and Ashwick Village Hall and Playing Fields.

### 7. Asset Register

#### (a) To approve the Register

The Council **RESOLVED** to approve the Asset Register

### 8. Risk Assessment

#### (a) To approve the Annual Risk Schedule

The Council **RESOLVED** to approve the Annual Risk Schedule

### 9. Policies

#### (a) To review and adopt Financial Regulations

#### (b) To review and adopt Standing Orders

#### (c) To review and adopt the Code of Conduct

#### (d) To review and adopt the Volunteer Policy

#### (e) To review and adopt the Grant Policy

#### (f) To review and adopt the Email Privacy Policy

#### (g) To review the Publication Scheme

#### (h) To review and adopt the Dispensation Policy

#### (i) To review and adopt the Policy on the Use of Amanuenses

#### (j) To review and adopt the Community Engagement Policy

#### (k) To review and adopt the Complaints Procedure

#### (l) To review and adopt the Freedom of Information Policy

#### (m) To review and adopt the Health and Safety Policy

- (n) To review and adopt the Public Participation Policy
- (o) To review and adopt the Data Protection Policy
- (p) To review and adopt the Social Media Policy
  - a. Confirmation the Parish Clerk is the nominated “Webmaster” to maintain and update the Parish Council Website and Matt Brockbank is the village “Webmaster” with Andy North and Cllr David Thorley having editorial rights.

The Council **RESOLVED** to approve the policies named above and confirmed that the Parish Clerk is the nominated “Webmaster” for Parish Council items. Matt Brockbank is the village administrator with Andy North and David Thorley having editorial rights.

## 10. Confirm and agree Dates of Future Meetings for the following year

The Council agreed the Dates of Future Meetings for the following year

## 11. Insurance Cover

### (a) Agree annual insurance

Following a discussion, it was agreed to renew the insurance for another year with Hiscox and investigate a possible change for next year.

### (b) Agree payment of annual insurance

The Council **RESOLVED** to pay the annual insurance of £811.21

## 12. Councillors Interests/Responsibilities

(a) **Somerset Waste** Cllr David Barlow

(b) **Schools Liaison** Cllr David Barlow

(c) **Finance** Cllr Phil Briscoe

(d) **Highways** Cllr David Barlow

(e) **Publicity** Cllr Jessica Elliott

(f) **Planning** Cllrs David Thorley and Phil Briscoe

(g) **Footpaths** Cllr Sarah Emery

(h) **Village Hall** Cllr David Thorley

(i) **Farming** Cllr David Thorley

(j) **Recreation Field Maintenance** Cllr David Thorley

(k) **Environmental Initiatives / Climate Emergency** Cllr David Hines

## 13. Accounts for the Year Ending 31<sup>st</sup> March 2022

### (a) Note the Annual Internal Audit Report from the Internal Auditor

The Council noted the Report for the Internal Auditor saying in their opinion, the Financial Statements have been properly prepared in accordance with current guidelines and the Council’s system of internal controls, is overall, adequate.

### (b) To approve the Annual Governance Statement 2021/22 of the Annual Return

The Council **RESOLVED** to approve the Annual Governance Statement 2021/22 of the Annual Return, this was signed by the Chair and Clerk.

### (c) To approve the Accounting Statement 2021/22 of the Annual Return

The Council **RESOLVED** to approve the Accounting Statements 2021/22; this was signed by the Chair have been signed by the Responsible Finance Officer before the meeting.

### (d) Signature of Exclusion Certificate

The Chair and Responsible Finance Officer signed the Certificate of Exemption – AGAR 2021/22

### (e) Notice of Public Rights and Publication of Annual Governance and Accountability Return

The Council noted that the Notice of Public Rights and Publication of Annual Governance and Accountability Return will run from Monday 13<sup>th</sup> June 2022 until Friday 22<sup>nd</sup> July 2022.

**(f) Approval of the Bank Reconciliation for the Year Ending 31<sup>st</sup> March 2022**

The Council **RESOLVED** to approve the Bank Reconciliation for the Year Ending 31<sup>st</sup> March 2022

**(g) To confirm that the Clerk is also the Responsible Finance Officer.**

The Council confirmed that the Clerk is also the Responsible Finance Officer

Next Annual Council Meeting **10<sup>th</sup> May 2023**

Meeting Closed at 7.50pm