

BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on 11 May 2022 in the Village Hall

- 1 **Election of Chair** It was proposed that Cllr Orr-Ewing be appointed as Chair. All Agreed. Declaration of acceptance of office was signed **Cllr Orr-Ewing**
- 2 **Election of Vice Chair** It was proposed that Cllr Saunders be appointed as Vice Chair. All Agreed. Declaration of acceptance of office was signed **Chair**
- 3 **Delivery of Acceptance of Office forms.** Signed forms were retained by the Clerk
- 4 **Attendees**
From the Council Cllr Orr-Ewing (Chair)
Cllr Carse
Cllr Doney
Cllr C Saunders
Cllr Lacey
A Besly (Clerk)
From the Public One
- 5 **Apologies** Cllr M Saunders
- 6 **Declaration of Interest:** None
- 7 **Public Speaking** None
- 8 **Co option of new member** **Chair**
It was proposed that Ashleigh Sendin be co-opted as a member of Blythburgh Parish Council. **All Agreed**
Ashleigh signed her Declaration of acceptance of office form which the Clerk retained
- 9 **Confirmation of Minutes** To approve and sign the Minutes of the Parish Council meeting on 9 March 2022 and the Extra meeting on 22 April 2022 **Chair**
It was proposed that the Minutes of the Parish Council meeting on 9 March 2022 and the Extra meeting on 22 April 2022 be signed as a correct record. **All Agreed.**
The minutes were signed by the Chair
- 10 **Reminder for Members** to review and update their Register of Interests on the ESC website **Chair**
- 11 **Review of the Council's end of year accounts including:** **Clerk**
Receipts and Payments summary
Asset Register
Reserves allocation
Year end Bank Reconciliation
The year end accounting documents had been circulated. It was proposed that all accounting documents be approved. **All Agreed**
- 12 **Review of the Councils expenditure incurred under s.137** of the Local Government Act 1972 **Clerk**
s137 payments totalled £300 which is within the parish limit. It was proposed that this be approved. **All Agreed**
- 13 **Approve 2020/21 Certificate of Exemption** (AGAR part 2 page 3) **Clerk**
The Certificate of Exemption was reviewed. As there were no questions, it was proposed that this be approved. **All Agreed**
The document was signed by the Clerk and the Chair
- 14 **Review and approval** of Annual Governance and Accounting Review (AGAR) **Clerk**
The Annual Governance and Accounting Statement was reviewed. It was proposed that this be approved pending a minor typo error in last years comparison figures. **All Agreed**
- 15 **Review and Approval** of Internal Control Statement **Clerk**
The internal Control Statement was reviewed. As there were no questions, it was proposed that this be approved. **All Agreed**
The document was signed by the Clerk and the Chair
- 16 **Approve Heelis and Lodge audit plan** **Clerk**

Initials.....
Chair of the meeting

The Heelis & Lodge audit plan was reviewed. It was proposed that it be approved. **All Agreed**

- 17 **Review of delegation arrangements to staff** - See Financial Regulations - *No Change proposed* **Chair**
It was proposed that current delegation of £500 approval for Chair and Clerk together and the delegation to the Clerk for non contentions planning responses should be approved. **All Agreed**
- 18 **Review and adoption** of standing orders and financial regulations - *No Change proposed* **Chair**
The Standing Orders and Financial Regulations have been reviewed from the website documentation. As there were no questions, it was proposed that they be readopted. **All Agreed**
Action: Clerk to update adopted and review dates on the documents
- 19 **Review Councils banking arrangements** including authorised signatories - *New mandate to be signed* **Chair**
It was proposed that the following signatories be authorised: Cllrs Orr-Ewing, C Saunders, Lacey. **All Agreed**. A new mandate was completed and signed
- 20 **Confirmation of arrangements for insurance cover** in respect of all insured risks: summary to be circulated **Chair**

The summary of insurance has been circulated. It was proposed that the current insurance risks are adequate and be approved. **All Agreed**
- 21 **Review of the council's and/or staff subscriptions** to other bodies - *SALC, ICO* **Chair**
There are only two subscriptions: SALC & ICO. As there were no questions, it was proposed that there be approved. **All Agreed**
- 22 **Review** of the council's complaints procedure - *No Change proposed* **Chair**
The Complaints procedure has been reviewed from the website documentation. As there were no questions, it was proposed that it be readopted. **All Agreed**
Action: Clerk to update adopted and review dates on the document
- 23 **Review** of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 - *No Change proposed* **Chair**
The FoI policy has been reviewed from the website documentation. As there were no questions, it was proposed that it be readopted. **All Agreed**
Action: Clerk to update adopted and review dates on the document
- 24 **Review** of the council's policy for dealing with the press/media - *No Change proposed* **Chair**
The Press and Media policy has been reviewed from the website documentation. As there were no questions, it was proposed that it be readopted. **All Agreed**
Action: Clerk to update adopted and review dates on the document
- 25 **Review of the Councils employment policies** and procedures including: **Chair**
Privacy Notice for Employees and officials - *No Change proposed*
Member/Officer Protocol - *No Change proposed*
The Privacy Notice and Member/Officer Protocol have been reviewed from the website documentation. As there were no questions, it was proposed that they be readopted. **All Agreed**
As there was no Equality Policy, It was proposed that the Clerk provide one for review at the next meeting. **All Agreed**
Action: Clerk to update adopted and review dates on the documents
- 26 **Review** of the Councils remaining policies and procedures including: **Chair**
Code of Conduct - *New code proposed. to be circulated*
GDPR Management - *No Change proposed*
Privacy Notice General - *No Change proposed*
Risk Assessments and Safeguarding - *No Change proposed*
The New Code of Conduct has been circulated and has been reviewed. As there were no questions, it was proposed that it be adopted. **All Agreed**
Action: Clerk to create document for Blythburgh and arrange for it to be posted on website
The GDPR Management, Privacy Notice, Risk assessment and Safeguarding documents have been reviewed from the website documentation. As there were no questions, it was proposed that they be readopted. **All Agreed**
Action: Clerk to update adopted and review dates on the documents
- 27 **Finance Report** and bank reconciliation May 2022 **Clerk**

Initials.....
Chair of the meeting

The Finance Report and bank reconciliation May 2022 has been circulated. As there were no questions, it was proposed that this be approved. **All Agreed**

- 28 Payments** Payments Schedule to be circulated with Finance Report **Clerk**
The Payments schedule totalling £2,078.50 was reviewed. It was proposed that this be approved. **All Agreed**
- 29** Confirm the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council **Chair**
The Meeting schedule has been circulated. It was proposed that this be approved. **All Agreed**
Action: Clerk to add to website
- 30 Date of next meeting: Wednesday 13 July 2022** **Chair**

These minutes are confirmed as an accurate record of proceedings of the meeting Wednesday 11 May 2022

Signed (Chair) _____ Dated _____

Initials.....
Chair of the meeting