

LOUND PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING

Minutes of the Annual Parish Council meeting held on Monday 16th May 2022 at the Village Hall Lound, following the Annual Parish Meeting which commenced at 7.00 pm.

(Subject to amendment until signed by the Chairman at the next meeting)

Present: Miles Thomas, Judith Hobbs, Paul Strowlger, Jenny Ozinel, Connor Moore. Jill Brown (clerk). There were 3 members of the public present.

- 1. Welcome & Apologies:** Apologies received from Gayle Welsh, Paul Ashdown, Keith Robinson.
- 2. Declaration of Interest** – There were none stated.
- 3. Minutes of The Last Meetings and Matters Arising** – The minutes of the Parish Council Meeting held on 7th March 2022 were agreed apart from one alteration, i.e., Judith Hobbs had been omitted from the list of those present. Proposed by Paul S and seconded by Jenny O.
- 4. Election of Chair** – Miles Thomas was nominated by Judith H and seconded by Paul S. There were no other nominations. Miles Thomas was elected as chair.
- 5. Election of Vice Chair** – Judith Hobbs was nominated by Jenny O and seconded by Connor Moore. There were no other nominations. Judith Hobbs was elected as vice chair.
- 6. Review Standing Orders, Financial Regulations and Risk Assessment** – The Standing Orders and Financial Regulation Policy had been recently reviewed by clerk and Chair and was agreed by all members. The Risk Assessment document was previously reviewed by clerk and Chair. One item was still in progress, i.e., the secure cabinet for storage of archived items. Miles has purchased a hasp for this and is in the process of having it installed. All documents agreed by members. Proposed by Paul S and seconded by Jenny O.
- 7. Review Internal Audit Report and items to be actioned** – The clerk presented the Internal Audit Report which had previously been circulated by email. Necessary actions going forward were discussed. Miles will enquire about professional email addresses for councillors with the website provider. Miles stated that the necessary action had already been taken regarding the provision of pension but this hadn't been discussed in a meeting or minuted. Agreement of review of Internal Audit Report proposed by Judith H and seconded by Paul S.
- 8. Correspondence** – A letter of resignation was regretfully received from Peter Larcombe. Miles will draft a response to Peter and the clerk will take necessary action re the vacancy.
- 9. a). Review of income and expenditure and balances to end March 2022.**

Income and expenditure to end of March 2022 was reviewed and agreed.
Bank Reconciliations to end of March 2022 were reviewed and agreed.
Comparison of Actual and Forecast figures to end of March were reviewed and agreed.
Proposed by Judith H, seconded by Paul S.

b). Review of income and expenditure and balances to end April 2022.

Income and expenditure to end of April 2022 was reviewed and agreed.
Bank Reconciliations to end of April 2022 were reviewed and agreed.
Comparison of Actual and Forecast figures to end of April 2022 were reviewed. Unpaid HMRC payment in April needs carrying forward. Otherwise, all agreed.
Proposed by Judith H, seconded by Paul S.

c). Payments to be authorised:

Clerk's Salary to end May and to end June 2022
Village Hall arrears for 1/4/2019 – 31/3/2022 £150.00 (already paid)
B&Q fixings for notice board £27.94 (already paid)
SALC Membership estimate £186
Printing of Parish Report £81
All Payments were authorised – proposed

10. Review and agree Certificate of Exemption for AGAR purposes - after explanation and discussion this was agreed by all members.

11. Review and agree Annual Governance Statement for AGAR purposes - after explanation and discussion this was agreed by all members.

12. Review and agree Accounting Statements for AGAR purposes - after explanation and discussion these were agreed by all members.

13. Future meetings for 2021 – 4 July 2022, (will take place on Heath, weather permitting), 5 September 2022, 7 November 2022.

14. Councillors Forum – Paul S requested that the adoption of the new speed limits be raised as a query to district/county councillors at the next meeting.

15. Non-public review of Clerk's Salary – This was discussed as a private item as per GDPR and an increase was agreed according to NALC pay scales. This will be backdated to April 2021 and paid in the next salary payment.

The meeting closed at 9pm.