

**MINUTES OF THE ANNUAL GENERAL MEETING OF BOURTON PARISH COUNCIL
HELD IN THE VILLAGE HALL AT 7.00PM ON MONDAY, 20TH MAY 201
FOLLOWING THE ANNUAL PARISH MEETING 2019**

PRESENT: Mike Withers, Margaret Martin, Mike Chapman, Andrew Sturt, Ian Cooper, Iain McVie, Peter Williams, Andrew Gillett, Eve Wynn (Clerk)
APOLOGIES: A Miller,
ATTENDING: Approx. 30 members of the public.

19.1 APOLOGIES – AS ABOVE

19.2 ELECTION OF CHAIRMAN AND ACCEPTANCE OF OFFICE

MW was proposed by PW and seconded by MM. IM was proposed by AS and seconded by IC. This proposal was put to the vote: 5 against and 2 in favour. A second proposal was put forward by PW, seconded by MM to elect MW as Chairman. This was put to the vote: 5 in favour, 2 against. MW was declared elected and signed a Declaration of Acceptance of Office and took the Chair of the meeting.

19.3 ELECTION OF VICE CHAIRMAN AND ACCEPTANCE OF OFFICE

IM was proposed by MW and seconded by IC and agreed by all. There being no other proposal IM was declared elected and signed a Declaration of Acceptance of Office.

19.3.1 ELECTION OF OTHER OFFICERS & REPRESENTATIVES

Position or Responsibility	Councillor
Planning Sub-Group. In addition to the three existing councillors in this group (MW, MM & IM) Additional members: AS proposed IC. Seconded by IM AG proposed PW. Seconded by IM All agreed.	M. Withers M. Martin I. McVie I. Cooper P. Williams
Footpaths Liaison Officer MW proposed IC. Seconded by IM All agreed.	I. Cooper
DAPTC North Area Committee. IC proposed AS. Seconded by MM All agreed.	A. Sturt
Bourton and Silton Charity MW proposed AM. Seconded by MM All agreed.	A. Miller
Highways and Transport MC said he was happy to continue (with support from JM). Seconded by IM. All agreed.	M. Chapman
Community Safety Safeguarding Officer After reviewing the Child Protection Policy MM reported that it was out of date and needed to include adults, which has now been done. MW proposed MM. Seconded by AG.	S. Williams M. Martin

PW confirmed that the Bourton and Silton Charity accounts will be an agenda item at the June Meeting. All councillors signed a Declaration of Acceptance of Office, copies of which will be available on the website.

19.4 FINANCIAL MATTERS

19.4.1 Review of the Clerk's Salary including PAYE obligations

MW confirmed the clerk's annual salary is £6054.36 (£11/643 ph) plus a home working allowance of £96.00 p/a (£8.00 pcm) and the cost of a mobile phone which is £12.50 pcm. MW raised the matter of an annual review of the Clerks salary. The NALC 2018/19 National Salary Award rates for the next SCP (Spinal Column Point) are SCP 25 £12.012 ph; SCP 26 12.404 ph; and SCP 27 £12.815 ph. The clerk pays £7.99 pcm for printer ink; uses her own mobile phone on an O2 tariff and purchases the printer paper. MW explained that with an ever-increasing workload the clerk is currently working 12 hours per week, two more over the paid 10 hours p/w. It was agreed that these issues would be deferred for discussion/agreement at the June meeting.

19.4.2 Review of Direct Debits

There are currently no direct debits. The only Standing Order* should have been cancelled by Lloyds Bank in 2018. **Action: Clerk to arrange for the SO to be cancelled via online banking.**

19.4.3 Payment of Internal Auditor

The Council has received an invoice from S Mann for the Internal Audit £145.00.

19.4.4 Review of signatories

Lloyds Bank Account signatories were discussed. Simon Firbank is still on the banking mandate as a signatory. This will be removed. It was agreed that Peter Williams and Mike Withers continue to have this responsibility with IM being added as the third signatory.

19.4.5 Effectiveness of internal audit

Fran Gillett audits the bank reconciliation once a quarter and to make checks as laid out in the internal audit plan; at year end the books are audited by Sarah Mann Services. Fran Gillett and Sarah Mann Services are independent of the Parish Council. The final audit is carried out by external auditors PJK Littlejohn.

19.4.6 Online banking

The Clerk confirmed that online banking is being used but that currently there are issues with the mandate. This is being dealt with by Lloyds and the Clerk.

19.5 REVIEW OF DOCUMENTS

The clerk confirmed that in the February meeting each councillor had been tasked to review and update the following documents: Financial Regulations; Planning Applications Policy; Playground Inspection Procedure; Code of Conduct; Standing Orders; Child Protection Policy; Flood Warden Job Description; Cemetery Inspections. The Clerk confirmed that the documents have been reviewed and updated and covered the legal requirements of the council and will be available for the public on the village website.

19.5.1 Standing Orders and Financial Regulations

The current S.O.F.R. were adopted on the 23rd September 2002 and amended in September 2007, June 2013 January 2014, May 2015 and May 2016.

19.5.2 The Publication Scheme

The clerk confirmed that the documents have been reviewed and that they are up to date and covered the legal requirements of the council and will soon be available for the public on the village website.

19.5.3 The Asset Register

PW had thoroughly reviewed the asset register and the resultant information has been reflected accurately within the 2018/19 accounts summary.

19.5.4 Documents which are in Safe keeping

The Council noted the following documents which are in safe-keeping:

Deeds to Cemetery Paddock - held by Farnfield & Nicholls, Gillingham

19.5.5 NALC Action on General Data Protection Regulations (GDPR)

The Clerk confirmed that the government had tabled an amendment to its own Data Protection Bill to exempt all parish and town councils from the requirement to appoint a DPO (Data Protection Officer). Further updates will follow as it is vital that councils continue to prepare for compliance with the rest of the GDPR.

19.6 RISK ASSESSMENT

19.6.1 Review of Financial Arrangements.

The Council reviewed its financial arrangements and agreed that these are fit for purpose and comply with all legal requirements as outlined in Section 2 of the annual return to PKF Littlejohn. The annual accounts for 2018/19 (of which copies had been provided prior to the meeting to all Councillors) were confirmed as in order and signed by the Chairman and the Clerk as Responsible Financial Officer. The annual return will be submitted to PKF Littlejohn by the Clerk in June 2019.

19.6.2 Review of the Insurance Policy

This will be in line with the Asset Register as noted above and the Clerk confirmed that we were in the second year of a three-year contract with Zurich Insurance. The 3-year fixed price was agreed at the 2018 Annual Meeting and offered a saving of £465.12 compared to a single annual premium.

19.6.3 Playground Inspections

The Clerk reported that it was difficult to find someone willing to commit to weekly inspections of the playground. At this point IC volunteered to take this one and will file a weekly inspection report to the Clerk. The annual independent inspection needs to be completed by Elite Playgrounds in June 2019.

19.6.4 Cemetery Inspections

The Clerk confirmed that the annual inspection will take place in June. The current procedures consisting of six monthly 'push tests' are still considered appropriate by DAPTC. The Clerk looks to do four checks a year which are recorded.

There being no other business the Chairman closed the meeting at 7.57pm.

Chairman:

Date: 20th May 2019

