

## AWBRIDGE PARISH COUNCIL

### Minutes of the Annual Meeting of The Council in Awbridge Village Hall, Romsey Road, Awbridge SO51 0HG on Thursday, 25th May 2017 at 7.30pm

**Present:** Cllrs Allen (**PA**) (Chair), Daley (**CD**), Jackson (**GJ**), Jones (**TJ**), Wheeler (**SW**)

**In attendance:** 1 Member of the public, Cllr Nick Adams-King (**NAK**)

**Apologies:** Cllr Hawthorne (Work commitment), Cllr Legon (Work commitment), HCC County Councillor Roy Perry, Test Valley Borough Councillor Gordon Bailey

**Clerk:** Ian Milsom

			Action
1.	17/048	<b>Welcome and introductions</b> The retiring Chairman welcomed those present.	
2.	17/049	<b>To receive and accept apologies from those Members absent from the meeting</b>  Apologies as above.	
3.	17/050	<b>Declarations of interest</b> I. Members are asked to declare any interest, and the nature of that interest, which they may have in any of the items under consideration at this meeting.  <b>SW</b> declared an interest in item 20. (17/01157/TPOS)  II. Members are asked to confirm that their register of pecuniary interests are accurate and up-to-date  <b>CD</b> confirmed his declaration as accurate and up-to-date.	
4.	17/051	<b>Election of Chair</b> a. To elect the Chairman for the forthcoming year  <b>TJ</b> proposed <b>PA</b> , seconded by <b>CD Resolved.</b>  b. Chairman to sign declaration of acceptance of office. <b>PA</b> signed declaration of acceptance of office of Chairman.	
5.	17/052	<b>Election of Vice Chairman</b> To elect the Vice Chairman for the forthcoming year  <b>TJ</b> proposed <b>CD</b> , <b>PA</b> seconded. <b>Resolved.</b>	
6.	17/053	<b>Public observations/questions on agenda items</b> To suspend the business of the Council to allow members of the public to make observations or put questions to the Council about items on the agenda.	

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		A parishioner notified that only Cllr Bailey listed as Cllr for this parish, not Cllr Adams-King.	<b>Clerk</b>
<b>7.</b>	<b>17/054</b>	<p><b>Election of representatives to outside bodies</b></p> <ul style="list-style-type: none"> <li>• Test Valley Association of Town &amp; Parish Councils</li> </ul> <p><b>CD</b> proposed <b>SW</b>, seconded by <b>GJ</b>. <b>Resolved.</b></p>	
<b>8.</b>	<b>17/055</b>	<p><b>Formation of working groups</b></p> <p>To confirm existing working groups and their respective delegated authority</p> <ul style="list-style-type: none"> <li>• Human Resources</li> </ul> <p><b>TJ</b> proposed <b>CD</b> and <b>PA</b> continue to form this working group, which is able to make recommendations to full Council for ratification. Seconded by <b>GJ</b>. <b>Resolved.</b></p>	
<b>9.</b>	<b>17/056</b>	<p><b>To agree councillor areas of responsibility</b></p> <p>Following discussion, the following areas of responsibility were agreed:</p> <ul style="list-style-type: none"> <li>• Neighbourhood Planning - <b>CD</b></li> <li>• Parish Council profile - <b>GJ</b></li> <li>• Highways - <b>PA</b></li> <li>• Bridle paths/Rights of way - <b>SW</b></li> <li>• Recreational facilities - <b>TJ</b></li> </ul>	
<b>10.</b>	<b>17/057</b>	<p><b>Salaries and Allowances</b></p> <p>To agree the clerk's rate of remuneration for the current year</p> <p><b>CD</b> reported that Hampshire Association of Local Councils (HALC) has now released a report profiling and benchmarking clerk's salaries in Hampshire. This will be studied by the HR Working Group and a report brought to a future meeting of the Council.</p> <p>To agree the Chairman's allowance for the current year Proposed by <b>SW</b>, seconded by <b>GJ</b> that this be set at £25. <b>Resolved.</b></p>	
<b>11.</b>	<b>17/058</b>	<p><b>Minutes</b></p> <p>To confirm the minutes of the Annual Meeting held on 26th May 2016</p> <p>Proposed by <b>CD</b>, seconded by <b>SW</b> that these be accepted as an accurate record of the business conducted. <b>Resolved.</b></p>	
<b>12.</b>	<b>17/059</b>	<p><b>Accounts for the year ending 31 March 2017</b></p> <p>a. To receive report from the internal auditor and to note any recommendations.</p> <p>The clerk reported that copies of the written report were not yet</p>	

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		<p>available. He confirmed that whilst a few observations have been made, these are administrative and do not relate to any discrepancies within the accounts.</p> <p>Clerk to circulate the internal auditors written report prior to the 6 July 2017 meeting.</p> <ul style="list-style-type: none"> <li>b. To approve Section 1 (Annual Governance statement 2016/17) of the Annual Return</li> <li>c. To approve Section 2 (Annual Accounting Statements 2016/17) of the Annual Return</li> </ul> <p>Acceptance of b. and c. was proposed by <b>SW</b>, seconded by <b>CD</b>, <b>Resolved</b>.</p> <p>To confirm that the clerk is the Responsible Finance Officer Proposed by <b>SW</b>, seconded by <b>CD</b>, <b>Resolved</b>.</p>	<b>Clerk</b>
<b>13.</b>	<b>17/060</b>	<p><b>Financial Regulations</b> To note the Financial Regulations dated 26 March 2015 and to agree any changes</p> <p>It was proposed by <b>CD</b>, seconded by <b>TJ</b> that these be accepted without change. <b>Resolved</b>.</p>	
<b>14.</b>	<b>17/061</b>	<p><b>Standing Orders</b> To note Standing Orders dated 30 July 2015 and to agree any changes</p> <p>It was proposed by <b>TJ</b>, seconded by <b>SW</b> that these be accepted without change. <b>Resolved</b>.</p>	
<b>15.</b>	<b>17/062</b>	<p><b>Appointment of Internal Auditor</b> To appoint an internal auditor for the year 2017/18</p> <p>After a brief discussion, the clerk was asked to obtain details of at least two other auditors, and their charges, so that a comparison can be made with 'Do the Numbers Ltd', the current internal auditor.</p> <p>The clerk advised of the new external audit arrangements from April 2017.</p>	<b>Clerk</b>
<b>16.</b>	<b>17/063</b>	<p><b>Banking arrangements</b> To agree the banking arrangements for the year and to confirm account signatories</p> <p>It was proposed by <b>CD</b>, seconded by <b>GJ</b>, that the Council continue to bank with Barclays Bank, Romsey branch, and that the existing account signatories, shown below, should continue in the financial year 2017/18. <b>Resolved</b>.</p> <p><b>PA/TJ/SW/Clerk</b></p>	

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