

DUNHAM ON TRENT WITH RAGNALL, DARLTON AND FLEDBOROUGH PARISH COUNCIL

Minutes of the ANNUAL GENERAL MEETING of the Parish Council held on Tuesday the **9TH OF MAY 2017** which commenced at 1907 hours

THE MEETING WAS HELD AT THE DISTRICT MILLENIUM CENTRE, DUNHAM ON TRENT.

Present: Cllr (Ms) L Sharpe, Cllr. P Marsh (V/C), Cllrs. Mrs K Watkinson, Mrs M Barden, I Oakden & Mrs R Grimes.

Also present: 6 residents, District Councillor Cllr. Mrs S Isard, Mrs G Culverwell (Parish Clerk) and Mr S Bowman (temp Clerk).

5/17/1. Election of Chairman & Vice Chairman

Cllr L Sharpe was elected (unopposed) as Chairman.

Cllr P Marsh was elected (unopposed) as Vice Chairman.

Both Councillors signed their acceptance of appointment forms and their signatures were witnessed by the temp Clerk.

5/17/2. Apologies for absence.

Apologies for absence were received from Cllr. K Isard and County Cllr. J Ogle. NOTED.

5/17/3. To receive intention to record the meeting.

None received.

5/17/4. Declarations of Interest.

None made.

5/17/5. To approve the Minutes of the meeting held on the 11th of April 2017.

ACCEPTED (unanimously) and duly signed by the Chairman.

5/17/6. Matters arising.

Nil of note.

5/17/7. Co-option of No.2 Members.

Item deferred.

5/17/8. County Cllr. & District Cllrs. Reports.

Nil of note.

5/17/9. Acceptance of Accounts (Subject to Audit) & Completion of Annual Return.

Mrs Culverwell confirmed that the Internal Auditor had signed off the accounts without comment and asked that Council accept the accounts (subject to audit).

The Clerk submitted, and reported on, the Accounts for the Year Ended 31st March, 2017 which included the following documents:

Receipts & Payments Summary including year-end Bank Reconciliation
Summary Receipts and Payments Account
Annual Return - Sections 1 Annual Governance Statement 2016/17
Annual Return – Section 2 Accounting Statements 2016/17 with explanation of significant variations
Letter from the Parish Council’s external auditors, Grant Thornton (a) asking the Parish Council to ensure there was no conflict of interest between any Member and Grant Thornton which prevented the firm being independent, and (b) giving Notice of Audit to commence on 14th June, 2017.

The Clerk also submitted the Internal Auditor’s report, which raised no matters requiring attention.

Resolved:

- (a) That all elements of the Annual Governance Statement (Section 1) be answered in the affirmative.
- (b) That the Accounts be approved. (Section 2)

The Annual Return was presented for approval and signature by the Chairman.

It was proposed by P Marsh and seconded by K Watkinson and it was: AGREED (unanimously) to accept the accounts, subject to audit, and authorize the Chairman to sign the Annual Return.

5/17/10. Review of Finances.

The financial position of Council was discussed.

It was: AGREED (unanimously) to allocate a new budget head for 2017/2018 financial year.

Environmental Project £1000 – this suggestion was made by Cllr, K Watkinson.

5/17/11. Standing Orders and Financial Regulations – Adoption.

Standing Orders and Financial Regulations were readopted for 2017/2018.

5/17/12. Asset Register – Annual review.

The asset register was accepted for 2017/2018.

5/17/13. Insurance – Annual Review of Risks and Policy.

Came and Co was considered a reputable insurer and cover held was considered adequate.

5/17/14 Correspondence.

A letter from Bassetlaw DC offering a Planning training session was discussed. The temp Clerk was asked to register member's interest in attending such an event.

5/17/15. Invoices for Payment.

The five invoices listed on the attached schedule were approved for payment.

5/17/16. Planning Applications and Determinations.

None received.

5/17/17. Risk Review & Asset Inspection

a. Accidents.

b. Footpaths and Parish Lanes.

c. Highway.

Nil to report.

5/17/18. Agenda Items for the next meeting.

Meeting Schedule (including changing to bi monthly meetings).

Environmental Project – Primary School.

Putting the Pride back initiative - Projects and Improvements

Obstructive road signs (at eye level) which need to be reported to Notts CC.

New Base(s) for picnic tables

Provision of a Toilet block at the Parish Hall

Replacement of the Village Hall Christmas tree

A MOTION WAS TAKEN TO EXCLUDE PRESS AND PUBLIC WHILST THE FOLLOWING MATTERS ARE DISCUSSED.

5/17/19. Staffing Matters.

a. Permanent Clerk.

Mrs Gill Culverwell tendered her resignation due to personal reasons.

Council reluctantly accepted her resignation.

Mrs Culverwell last day of service was to be the 30th of June 2017 to allow a full handover.

b. Temp Clerk

Mr Steve Bowman was appointed as Clerk with immediate effect. Mr Bowman was asked to prepare a contract of employment based on the NALC **model**.

c. Lengtsman

Item deferred.

d. Litter Picker

Item deferred indefinitely.

Next meeting. 11 July 2017 – no meeting in June.

.....Chairman