

**MINUTES OF THE MEETING OF BROOK PARISH COUNCIL  
ON 4<sup>th</sup> MAY 2021 HELD VIA SKYPE**

Present: Cllr Tomkins (Chair) Cllr Betty  
Cllr Finn Cllr Jessop  
Cllr Medhurst

In attendance: The Clerk

		To be actioned by
<b>1.</b>	<b>Election of the Chairman and any Vice-Chairman for the Council year 2021-22</b>	
	Cllr Finn proposed Cllr Tomkins to stand as Chairman, Cllr Jessop seconded this. All were in favour, Cllr Tomkins took the Chair. Cllr Tomkins proposed Cllr Betty to stand as Vice-Chairman, Cllr Medhurst seconded this. All were in favour	
<b>2.</b>	<b>Completion of the Declaration of Acceptance of Office Form by Chairman</b>	
	Cllr Tomkins signed the declaration of acceptance of office form.	
<b>3.</b>	<b>To receive and approve apologies for absence.</b>	
	Apologies for absence had been received from Cllr Linin.	
<b>4.</b>	<b>To receive declarations of interest (Disclosable Pecuniary Interests and Other Significant Interests). The nature as well as the existence of any such interest must be declared.</b>	
	There were no declarations of interest to be declared.	
<b>5.</b>	<b>To approve the minutes of the meeting held on 18<sup>th</sup> March 2021</b>	
	The minutes were signed as a true record.	
<b>6.</b>	<b>To discuss matters arising from the above minutes not covered by the agenda.</b>	
	The log sale day had raised £57.00.	
<b>7.</b>	<b>Public session: To receive questions and comments from the public on any agenda item.</b>	
	There were no members of the public present.	

8.	<b>Financial matters:</b>															
	<p>a) To approve the following financial documents:</p> <p><b>i. To consider the findings of the Review of Effectiveness of the System of Internal Controls</b></p> <p>The Parish Council reviewed the System of Internal Controls and this was approved.</p> <p><b>ii. To complete the certificate of exemption on the Annual Governance and Accountability Return - To be completed only by smaller authorities where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review</b></p> <p>The Certificate of Exemption was approved and signed by the Chairman.</p> <p><b>iii. To receive the end of year accounts</b></p> <p>The end of year accounts were received and accepted.</p> <p><b>iv. To receive the report from the Internal Auditor</b></p> <p>The report from the Internal Auditor was received</p> <p><b>v. To approve the Annual Governance Statement 2020/21, section 1 of the AGAR for the year ending 31 March 21</b></p> <p>The Annual Governance Statement was approved, completed and signed by the Chairman.</p> <p><b>vi. To consider the Accounting Statements 2020/21 and approve the Accounting Statements 2020/21, section 2 of the AGAR for the year ending 31 March 2021 and the supporting Bank Reconciliation as at 31<sup>st</sup> March 2021 and the explanation of significant variance from 2019-20 to 2020-21. To ensure the Accounting Statements 2020/21 are signed and dated by the person presiding at the meeting</b></p> <p>The Accounting Statement was approved, signed and dated by the Chairman. This was supported by the Bank Reconciliation and explanation of significant variance.</p> <p>b) To note/authorise the following:</p> <p><b>i. To note the Parish Council's financial position.</b></p> <p>The current financial position was noted as £1689.04</p> <p><b>ii. To authorise any payments</b></p> <p>The payments to be made were approved as follows:</p> <table border="1" data-bbox="156 1534 1449 1794"> <tr> <td>KALC membership</td> <td>£ 203.93</td> </tr> <tr> <td>BHIB Ltd</td> <td>£ 720.54</td> </tr> <tr> <td>S Lister</td> <td>£ 60.00</td> </tr> <tr> <td>Brook PCC</td> <td>£ 100.00</td> </tr> <tr> <td>Village Hall</td> <td>£ 100.00</td> </tr> <tr> <td>Village Caretaker</td> <td>£ 1235.00</td> </tr> <tr> <td>T Block</td> <td>£ 108.00</td> </tr> </table>	KALC membership	£ 203.93	BHIB Ltd	£ 720.54	S Lister	£ 60.00	Brook PCC	£ 100.00	Village Hall	£ 100.00	Village Caretaker	£ 1235.00	T Block	£ 108.00	
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9.	<b>To review Financial Regulations, Standing Orders, Asset Register and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks</b>															
	The Financial Regulations, Standing Orders, Asset Register and the Risk Assessment were all reviewed and approved; the Parish Council confirms arrangements for insurance cover in respect of all insured risks. Covered by the Parish Council insurance policy through BHIB Ltd.															
10.	<b>Review of the Council's and/or staff subscriptions to other bodies i.e. KALC</b>															

	The Parish Council approved subscription to KALC.											
<b>11.</b>	<b>Review of the Council's complaints procedure</b>											
	This procedure was reviewed and accepted.											
<b>12.</b>	<b>Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information (see also standing orders 11, 20 and 21)</b>											
	This procedure was reviewed and accepted.											
<b>13.</b>	<b>Review of the Council's policy for dealing with the press/media</b>											
	This procedure was reviewed and accepted.											
<b>14.</b>	<b>Review of the Council's employment policies and procedures</b>											
	This procedure was reviewed and accepted.											
<b>15.</b>	<b>To consider any changes to the Risk Assessment.</b>											
	There are no changes to the Risk Assessment.  A tree has fallen over at the rear of the Village Hall; this is a medium sized tree that is blocking the exit of one of the properties. This was a natural event. Cllr Tomkins to visit the resident affected.											
<b>16.</b>	<b>Planning matters: to approve the responses to any recent planning applications.</b>											
	There has been an application for Manuels. There were no objections to be raised.  The timber garage application at Woodpecker Cottages, no objections were raised.											
<b>17.</b>	<b>Any Other Business (for information purposes only):</b>											
	Cllr Betty had met with Jasper Bouverie and Pat Marsh regarding cycle paths from Wye to Brook, this has now been dismissed.  Cllr Betty was to assist the Caretaker from Smeeth School to load up with chipping. The School will be invoiced for these chippings.  Some complaints had been received from residents about the parking of the parents at the School; the Parish Council will ask the School if the engines could be switched off while parents are waiting. Cllr Tomkins will contact the Head regarding this.  The Caretaker contract with Ashford Borough Council has expired; the Parish Council agreed that the Village Caretaker Contract should be extended.											
<b>18.</b>	<b>Date of next meeting – 15<sup>th</sup> July 2021</b>											
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	The meeting closed at 6.00pm											

Signed: .....

Date: .....