

**MINUTES OF THE MEETING OF  
ELMSTED PARISH COUNCIL ON 10<sup>th</sup> May 2018**

Present: Cllr Argar (Chair) Cllr Bevan  
Cllr Burge Cllr Castle  
Cllr Francesconi Cllr Phipps  
Cllr Rountree

2 members of the public attended the meeting.

		To be actioned by
<b>1</b>	<b>Election of the Chairman and any Vice Chairman for the Council year 2018-19</b>	
	Cllr Francesconi proposed that Cllr Argar be elected as Chairman, Cllr Phipps seconded this nomination. Cllr Burge proposed Cllr Francesconi be elected as Vice-Chairman, Cllr Phipps seconded this proposal.	
<b>2</b>	<b>Completion of the Declaration of Acceptance of Office Form by the Chairman</b>	
	Cllr Argar completed and signed the declaration of Acceptance of Office and the Proper Officer witnessed the declaration	
<b>3</b>	<b>Apologies</b>	
	Apologies for absence had been received from Cllrs Carey and Hollingsbee.	
<b>4</b>	<b>Declaration of Interest</b>	
	There were no declarations of interest to be made.	
<b>5</b>	<b>Minutes of the last meeting and matters arising</b>	
	The minutes of the last meeting were agreed and signed.	
<b>6</b>	<b>Matters Arising</b>	
	Cllr Francesconi asked what the situation is with regard to the Village Hall lights. It is understood that the Chairman of the Village Hall has this in hand and has requested some quotations.	
<b>7</b>	<b>District/County Councillors</b>	
	The Parish Council had received reports from Cllr Carey and Hollingsbee and these were circulated.	
<b>8</b>	<b>Public session</b>	
	The members of the public had no comments to make.	
<b>9</b>	<b>Finances</b>	
	<p>a. To approve the following financial documents:</p> <p>i. To receive the end of year accounts <i>The end of year accounts were circulated and approved.</i></p> <p>ii. To agree and complete the Certificate of Exemption - 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. The Parish Council has an annual gross income and gross expenditure of less than £25,000, therefore, a certificate of exemption was completed and will be returned to the External Auditor, the process of exempt Parish Councils will then be followed.</p> <p>iii. To receive the report from the Internal Auditor. <i>The Internal Auditors Report was received with no comments.</i></p> <p>iv. To approve the Annual Governance Statement 2017/18 by Resolution <i>The Parish Council resolved to approve the Annual Governance Statement 2017/18</i></p>	

- v. To consider the Accounting Statements 2017/18  
*The Parish Council considered the Accounting Statement 2017/18*
- vi. To approve Accounting Statements 2017/18 by resolution  
*The Parish Council resolved to approve the Accounting Statements 2017/18*
- vii. To ensure the Accounting Statements 2017/18 are signed and dated by the person presiding at the meeting  
*The Accounting Statements 2017/18 were signed and dated by the Chairman.*

b. To note/authorise the following:

- i. To note the Parish Council's Financial position  
*The Parish Council bank balance as at 31/03/2018 was £1745.87 with uncleared cheques totalling £107.20.*

ii. To authorise any payments

Cheque No:	Payee	Amount
000357	BHIB Ltd - Annual insurance	£246.64
000358	Evington Hall – Hall Hire	£200.00
000359	CPRE	£ 36.00
000360	Mrs J Smallwood – Internal Audit	£ 30.00
000361	KALC – Annual Membership	£180.58
000362	HMRC	£157.40
000363	T Block – Annual wage	£630.32
000364	T Block – Annual expenses	£ 57.71
000365	Hastingleigh Parish Council – upkeep of the Football Field	£145.00

A copy of the budget v expenditure was distributed to all Councillors.

<b>10</b>	<b>To review the Financial Regulations, Standing Orders, Asset Register and the Risk Assessment, and confirm any arrangements for insurance cover in respect of all insured risks</b>	
	The Parish Council reviewed the Financial regulations, Asset Register and Risk Assessment and also noted the new Standing Orders. It was agreed to defer adoption of these at this time as there is still work to do to comply.	
<b>11</b>	<b>To review the effectiveness of the system of Internal Controls</b>	
	The Parish Councillors considered the effectiveness of the system of internal control. The internal controls are maintained and properly recorded. The Internal and External Auditors Reports are circulated and points raised are addressed.	
<b>12</b>	<b>Review of the Council's and/or staff subscriptions to other bodies, ie KALC</b>	
	The Parish Council reviewed its subscription to KALC and agreed that it is very happy to continue with its membership.	
<b>13</b>	<b>Review of the Council's Complaints Procedure</b>	
	The Parish Council reviewed the Complaints procedure and agreed no changes are necessary.	
<b>14</b>	<b>Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);</b>	
	The Parish Council reviewed the Freedom of Information policy and agreed that no changes were necessary at this time. The Clerk circulated a Data Audit and a 10 point action plan required in order to become compliant with the GDPR. The Clerk is completing the process as required.	
<b>15</b>	<b>Review of the Council's policy for dealing with the press/media</b>	
	The Council reviewed its policy for dealing with the press/media and agreed no changes were necessary at this time.	
<b>16</b>	<b>Review of the Council's employment policies and procedures</b>	
	It was noted that the Council does not have employments policies and procedures in place and will look to	

	rectify this as soon as possible.	
<b>17</b>	<b>To consider any changes to the Risk Assessment</b>	
	The Potential breach of data was added to the Risk Assessment.	
<b>18</b>	<b>Planning Matters</b>	
	18/0477 Oak Cottage Extension, cladding and replacement windows. No objections were raised to this application.  18/0443 Land adjoining George Inn Change of use for office, new vehicular access and parking No objections were raised to this application although access caused some concerns.	
<b>19</b>	<b>Any Other Business</b>	
	Potholes continue to be an issue. Everyone is encouraged to report these.  Cllr Phipps reported that he had spoken to a resident who has a BT cabinet on his land. He is keen to work with BT to initiate a community programme to obtain Fibre to the cabinet/property.  Vehicles in Bodsham continue to cause problems, it was suggested that KCC be asked what they can do to help. It was agreed the Clerk would ask for a site meeting to take place to discuss the options.	
<b>20</b>	<b>Dates of the Forthcoming Meeting:</b>	
	Thursday 13 <sup>th</sup> September 2018 Thursday 13 <sup>th</sup> December 2018 Thursday 14 <sup>th</sup> March 2019 Thursday 9 <sup>th</sup> May 2019	
<b>21</b>	<b>Date of the next meeting:</b>	
	The next meeting will be held on Thursday September 13 <sup>th</sup> 2018.	
	The meeting closed at 8.30pm	

Signed: .....

Date: .....