

ABBOTTS ANN PARISH COUNCIL
Minutes from the Meeting held on
WEDNESDAY 29th June 2016
7.30pm at the Abbots Ann War Memorial Hall



Present: Parish Councillors Mrs S Bleeker, A Hayter,
 Borough Councillors Mrs M Flood, G Stallard

Members of the Public: 7

Minutes: Mrs Clare Cotterell – Clerk

Meeting started at 19:30

AGENDA ITEM		ACTION
1	<p>Borough Councillors Flood and Stallard to sign Declarations of Acceptance of Office as temporary Parish Councillors (under s91 of the Local Government Act 1972)</p> <p>Cllr Flood confirmed that Test Valley Borough Council had fulfilled its statutory duty and had passed a motion, at its Council Meeting held on 29th June 2016, appointing Cllrs Flood and Stallard as temporary members of Abbots Ann Parish Council. This was to enable it to become quorate and to conduct essential business. Cllrs Flood and Stallard signed the Declarations of Acceptance of Office and these were witnessed by the Proper Officer.</p>	
2	<p>Cllrs to elect a Chairman for this meeting</p> <p>Cllr Hayter proposed Cllr Stallard as Chairman for the meeting. After a discussion Cllr Bleeker proposed Cllr Hayter as Chairman for the meeting and Cllr Stallard seconded, all voted in favour.</p>	
3	<p>Apologies for Absence:</p> <p>Apologies were received from County Councillor Gibson</p>	Noted
4	<p>Declarations of Interest: None</p>	
5	<p>Bank Mandate</p> <p>a) To confirm the cancellation of the existing Bank Mandate. Proposed: Cllr Bleeker, seconded Cllr Flood, all agreed</p> <p>b) To propose that Councillors Hayter, Bleeker and Flood be authorised signatories for the Parish Council during the period of this "interim council" and their names will be added to the Bank Mandate. Proposed: Cllr Stallard, seconded Cllr Bleeker, all agreed.</p> <p>c) To approve a draft letter to the Bank authorising the Clerk/RFO, Mrs Clare Cotterell, to obtain information about the Parish Council's account such as account balance, receipts and payments, and to request banking stationery. It was noted that Cllr Hayter would sign the letter as the Chairman of this meeting held on 29th June 2016. Proposed: Cllr Bleeker, seconded Cllr Stallard, all agreed</p>	
6	<p>Annual Return for the Year 2015/16</p> <p>a) Cllrs to approve the Annual Statement of Accounts for the year ending 31st March 2016. Clerk confirmed that the Internal Auditor's report would be reported to Cllrs and necessary actions taken at a future meeting. Cllrs approved the Annual Statement of Accounts 2015/16 - Proposed: Cllr Bleeker, seconded Cllr Flood, all agreed</p> <p>b) Cllrs to complete and approve Section 1 – Annual Governance Statement 2015/16. Section 1 Annual Governance Statement for 2015/16 was reviewed by Cllrs and approved. Proposed: Cllr Bleeker, seconded Cllr Flood, all agreed</p> <p>c) Cllrs to approve Section 2 – Accounting statements 2015/16 Cllr Bleeker queried box 9, an increase in the fixed assets amount. The Clerk confirmed this was due to the purchases of a defibrillator, laptop and hard drive and this was included on the supporting statement being sent to the external auditor with the Annual Return.</p>	

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	Cllrs approved Section 2 - Proposed: Cllr Bleeker, seconded Cllr Flood, all agreed.																																																	
7	<p>Finance:</p> <p>a) Cllrs to propose the financial statements for the periods 1st – 31st May and 1st – 30th June 2016 are accepted as a correct record. Proposed: Cllr Bleeker, seconded Cllr Stallard, all agreed.</p> <p>b) Cllrs to approve the payments to be made. There were no additional payments to be added to the list. Proposed: Cllr Bleeker, seconded Cllr Flood, all agreed.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Chq</u></th> <th style="text-align: left;"><u>Payee</u></th> <th style="text-align: right;"><u>Amount</u></th> <th style="text-align: left;"><u>Chq</u></th> <th style="text-align: left;"><u>Payee</u></th> <th style="text-align: right;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>1084</td> <td>Qtrly BT Bill</td> <td style="text-align: right;">£101.51</td> <td>1085</td> <td>B Sims</td> <td style="text-align: right;">£52.77</td> </tr> <tr> <td>1086</td> <td>J Murray Int Audit</td> <td style="text-align: right;">£215.00</td> <td>1087</td> <td>LexisNexis</td> <td style="text-align: right;">£74.45</td> </tr> <tr> <td>1088</td> <td>Sawpod Ltd</td> <td style="text-align: right;">£600.00</td> <td>1089</td> <td>D Murphy</td> <td style="text-align: right;">£343.75</td> </tr> <tr> <td>1090</td> <td>HMRC/PAYE Q1</td> <td style="text-align: right;">£189.73</td> <td>1091</td> <td>Clerk Sal June</td> <td style="text-align: right;">£825.04</td> </tr> <tr> <td>1092</td> <td>Clerk/office exp May/June</td> <td style="text-align: right;">£162.93</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1093</td> <td>Clerk Sal July p/dated</td> <td style="text-align: right;">£783.04</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1094</td> <td>Clerk Sal Aug p/dated</td> <td style="text-align: right;">£709.84</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>c) Cllrs to approve the expenditure of Election costs to fill current Parish Council vacancies. Clerk confirmed that there would be a cost to the Parish Council to fill the vacancies, if the election is contested then the cost could be as much as £5000. A discussion was held under which area of the budget the cost would be met. There were 3 options suggested a) from the budget reserve of £6400 b) from the available project funding of £12,777.08 c) or from a combination of both a) and b). Cllrs approved the expenditure of the election costs and agreed that the decision of which option could be delayed until new Councillors were elected. Proposed: Cllr Bleeker, seconded Cllr Stallard, all agreed.</p>	<u>Chq</u>	<u>Payee</u>	<u>Amount</u>	<u>Chq</u>	<u>Payee</u>	<u>Amount</u>	1084	Qtrly BT Bill	£101.51	1085	B Sims	£52.77	1086	J Murray Int Audit	£215.00	1087	LexisNexis	£74.45	1088	Sawpod Ltd	£600.00	1089	D Murphy	£343.75	1090	HMRC/PAYE Q1	£189.73	1091	Clerk Sal June	£825.04	1092	Clerk/office exp May/June	£162.93				1093	Clerk Sal July p/dated	£783.04				1094	Clerk Sal Aug p/dated	£709.84				
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8	<p>Cllrs to note the timetable for the Election of new Parish Councillors</p> <p>The Notice of Election will be published on 30th June 2016. Nominations open on 1st July – nomination forms will be available from Cllr Flood, the Clerk or the Returning Officer at TVBC.</p> <p>The timetable will be posted in the Parish and on the website and are added as an Appendix to these minutes.</p>	Noted																																																
9	<p>The next meeting of the Parish Council will be held on (TBA)</p> <p>The dates 21st July and 16th August were agreed as provisional dates and venues to be provisionally booked by the Clerk. It was also suggested that if another "interim" meeting was needed on 21st July before new Councillors were elected then it should be another short meeting for essential business and without public participation.</p>	Clerk																																																

Meeting closed at 20:02

Approved and signed by the Chairman at the Meeting held on 21st July 2016