

TICHBORNE PARISH COUNCIL
Minutes of the Annual Council Meeting of the Parish Council held
at 6.45pm on Tuesday 19th May 2015 at Alresford Golf Club

16/1) To elect a Chairman of the Council for the municipal year 2015-16

The retiring Chairman sought nominations for the post of Chairman of the Parish Council.

Cllr Kilmister proposed himself and Cllr Raimes seconded his proposal.

There were no other nominations received.

By a show of hands Cllr Kilmister was **elected** Chairman of the Parish Council for the municipal year 2015-16

Having being duly elected Chairman of the Parish Council for the municipal year 2015-16, Cllr Kilmister signed the acceptance of office declaration in the presence of the Clerk.

16/2) Apologies.

Mr J Curtis	Councillor
Mr R Foot	Councillor
Mrs G Hugh	Councillor
Mr A McWhirter	Councillor
Mrs A Thacker	District Councillor
Mr R Huxstep	County Councillor

Present.

Mr P Kilmister	Chairman
Mr N Kinder	Councillor
Mr R Raimes	Councillor

Mr B Gibbs	Clerk
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16/3) Declarations of Interest.

a) None recorded.

16/4) To elect a Vice-Chairman of the Council for the municipal year 2015-16

Cllr Kilmister proposed Cllr Raimes as Vice-Chairman of the Parish Council for the municipal year 2015-16. Cllr Hugh seconded this proposal.

There were no other nominations received.

By a unanimous show of hands Cllr Raimes was **elected** Vice-Chairman of Tichborne Parish Council for the municipal year 2015-16

16/5) Public Session

There was no requirement for a Public Session as no members of the public were present.

16/6) Bank mandates (Lloyds TSB). To consider any changes to the current signatories.

There are no changes required at this time.

Chairman's signature

date.....

16/7) Internal Audit - Financial and non-financial risk assessment. To complete the annual review of existing systems and controls.

a) The Clerk presented the completed financial risk assessment for 2014-15 to the meeting. There were several recommendations previously made by our internal auditors that have now been signed off as complete.

The majority of these tasks were the responsibility of the Clerk to complete but the item regarding the Council's Fixed Asset Register was required to be approved by the Parish Council as a corporate body

Cllr Kilmister proposed and Cllr Kinder seconded a proposal to approve the financial risk assessment for 2014-15.

It was **resolved** to approve this.

b) Fixed Assets.

The Fixed Asset Register has now been reviewed and from now on its value will match the insured value on the Council's insurance policy.

It was noted that the Parish Council's Fixed Asset Register now included the Diamond Jubilee Bench at the St Andrew's churchyard.

c) Financial Regulations.

Cheques – two signatures from any of the Parish Councillor designated signatories.

A statement shall be prepared for the late autumn meeting and presented to the Parish Council to allow for consideration of the financial situation before setting the 2016-17 precept in January 2016.

Chairman's Fund – The Chairman may use a fund, not exceeding 5% of the precept or an agreed amount to pay for expenses, entertainment, etc, in connection with duties, and special expenditure of the parish council not covered under another heading.

Members' Travelling Expenses – Members shall have the right to claim petrol/mileage allowance when undertaking Tichborne Parish Council business as an approved duty.

Expenditure under Section 137 powers is limited to £7.36 per registered elector (2015-16). As of 31st December 2014 there were 171 electors in Tichborne making the total fund available for the year at £1258.56

Insurance – The policy is to be reviewed annually to ensure that adequate cover is provided. A review and cost comparison will be received at the ordinary meeting following this Annual Council Meeting.

Review – these regulations are to be reviewed annually, usually at the subsequent Annual Council Meeting.

Cllr Kilmister proposed and Cllr Kinder seconded a proposal to approve the review of the Council's Financial Regulations.

It was **resolved** to approve this.

Clerk's contract & salary

NJC Pay Scales 2010. LC1 SCP 20 £9.25 per hour applicable. Ten hours per month.

This information was **noted** by the Parish Council.

Treasurers Account

No interest is currently paid on our bank account and to date no enquiries have been made about interest paying accounts so that a proportion of the funds held could gain interest.

Chairman's signature

date.....

This information was **noted** by the Parish Council.

Insurance

To note that a policy schedule was included from 2008 to include cover for Libel & Slander, Fidelity indemnity and for personal accident for Councillors from ages 75-85.

This information was **noted** by the Parish Council.

16/8) Councillors' responsibilities.

The following responsibilities were allocated to individual councillors for the municipal year 2015-16

Lengthsman scheme - John Curtis
Planning and Licensing - Anthony McWhirter
Highways and environment - Robert Raimes
Litter - Neil Kinder
Ladycroft - John Curtis
Website and notices - Neil Kinder
Local church authority liaison - Robert Foot
Tichborne Park Cricket Club liaison – The Clerk and Robert Foot

Liaison with the Tichborne Estate will continue to be managed by the Clerk to the Parish Council with the Chairman and vice-Chairman supporting him.

16/9) Tichborne Parish Council Model Standing Orders 2014.

The Clerk informed the Parish Council that their Model Standing Orders had been approved in July 2014 and amended in March 2015.

This information was **noted** by the Parish Council.

There being no further business the Annual General Meeting closed at 6.59pm

Brendan Gibbs
Clerk to the Parish Council of Tichborne.

Chairman's signature

date.....