

BROOKLAND PARISH COUNCIL

Minutes

FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON TUESDAY 23 MAY 2023, AT THE VILLAGE HALL, BROOKLAND FOLLOWING THE ANNUAL PARISH MEETING

0523-1. ELECTION OF CHAIRPERSON – Chairperson & Councillors to sign Declaration of Acceptance of Office

Cllr Gillies proposed, and Cllr Bicknell seconded a motion for Cllr Wallington to be elected chair. The appointment was unanimously agreed. All declarations of office for elected Councillors were completed prior to the meeting.

0523-2. CO-OPTION OF PARISH COUNCILLOR TO FILL CASUAL VACANCY

Councillors discussed co option of a member of the public to fill the casual vacancy created after the recent local elections and unanimously agreed to co opt Zara Rhys Jones to the Council. Proposed Cllr Wallington, Seconded Cllr Kennedy.

0523-3. APOLOGIES FOR ABSENCE

F&HDC Cllr Goddard

0523-4. DECLARATIONS OF INTEREST

None

0523-5. ELECTION OF VICE CHAIRPERSON

Cllr Kennedys proposed, and Cllr Bicknell seconded a motion for Cllr Gillies to be elected vice chair. The appointment was unanimously agreed.

0523-6. ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE CONTINUING TERM OF THE COUNCIL

Village Hall Committee - VW

KALC - VW

Marsh Forum - CK

Disciplinary and Grievance Committee - ALL

Appeals Committee - ALL

Councillors to serve on reciprocal Complaints Com for Brenzett Parish Council if required - ALL

Any other Committees requested by Councillors ALL

0523-7. DELEGATION OF RESPONSIBILITIES FOR THE CONTINUING TERM OF THE COUNCIL

Annual Review of all Parish Council Paperwork - VW

Annual Review of Fixed Assets - ALL

Annual Risk and Financial Risk Assessment - ALL

Internal Parish Council Audit – L Robins

Councillors Responsible for Finance - ALL

Annual Review of Insurance Arrangements – On Receipt of Policy - ALL

Councillors responsible for Website and Publicity- ALL

Councillors responsible for assisting with Transparency and Data Protection - VW

Councillors responsible for accuracy of Council Policies - ALL

Councillor with responsibility for Post and Emails- Clerk

Councillor with responsibility for Returning Questionnaires -CK

0523-8. PUBLIC INTERVAL
No members of the public present

0523-9. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

The Councillors agreed that the Standing Orders and revised Financial Regulations are in order.

0523-10. CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS

Renewal of Insurance for Year 2023/2024 – The Councillors unanimously agreed to accept the quote from Zurich Insurance to commence 1st June 2023 for 1 Year.

0523-11. REVIEW OF SUBSCRIPTIONS

The Councillors reviewed the Subscriptions – no changes required

0523-12. REVIEW OF COMPLAINTS PROCEDURE

The Councillors agreed that the current policies and procedures are in order.

0523-13. REVIEW OF THE COUNCIL'S POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION

The Councillors agreed that the current policies and procedures are in order.

0523-14. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA

The Councillors agreed that the current policies and procedures are in order.

0523-15. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURES

The Councillors agreed that the current policies and procedures are in order.

0523-16. REVIEW AND ADOPTION OF THE POWER OF GENERAL COMPETENCE

As the Council meets the criteria to adopt the GPOC following the recent elections and has a CILCA qualified Clerk the Councillors unanimously agreed to adopt the power of competence for this term of office

0523-17. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING

Unanimously agreed to continue with third Monday, every other month

0523-18. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

The minutes from the March meeting were unanimously agreed as a true reflection of the meeting to be signed by Cllr Wallington

0523-19. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES

None

0523-20. CORRESPONDENCE AND GENERAL COUNCIL BUSINESS

- a. Correspondence – A259 traffic volume and noise – Cllr Martin agreed to help look into solutions based on other work being completed locally
- b. Review of Coronation Event & Village Sign Unveiling - Cllr Wallington thanked all those involved. The event a sign has had a positive reception with local residents

0523-21. FINANCE

- c. Internal Auditors Report – The Councillors approved Mr Robins report

- d. Review of Effectiveness of Internal Auditor - The Councillors agreed to continue to use Mr Robins for 2023/24
- e. Review of System of Internal Control -The Councillors agreed that the current policies and procedures are in order
- f. Consideration of the Findings of the Review by Members of the Meeting as a whole - the Councillors approved and agreed the review findings.
- g. Approval of the Annual Governance Statement by the members meeting as a whole – Section 1
- h. Signature and Dating of the Statement by the person presiding at the meeting and Clerk - The Councillors reviewed and unanimously approved the Annual Governance Statement for signature by Cllr Wallington & the Clerk.
- i. Consideration of the Accounting Statements by the members meeting as a whole
- j. Approval of the Accounting Statements by the members meeting as a whole – Section 2
Councillors reviewed and unanimously approved the Accounting Statement to be signed by Cllr
- k. Wallington
- l. Signature and Dating of the Accounting Statements by the person presiding at the meeting – Section 2
signed by Cllr Wallington
- m. Review of Direct Debits – No changes required
- n. Accounts to be paid & Bank Reconciliation – Councillors had no comments on the April Finance statements.

0523-22. CEMETERY

Request for Memorials – B Paine – Councillors unanimously agreed to approve a request for a stone memorial

0523-23. DISTRICT COUNCILLORS REPORT

Presented at the Annual Parish Meeting

0523-24. PLANNING

Application 23/0357/FH was discussed. The Council has no comment to make on the application.

0523-25. ITEMS FOR FUTURE AGENDA

Anti-social behaviour
 Salters Lane play area
 Youth recreation provision in the village
 EV charging points
 Community Infrastructure Levy

Unity Bank

£

Opening Balance - 01/04/23	61,749.79
Add	
Precept	6,435.00
VAT Refund	3,017.77
	<u>71,202.56</u>
Less	
05/04/2023 IT Oucomes	17.36
11/04/2023 Little Eskimo	110.25
11/04/2023 M Coleman	30.00
11/04/2023 M Coleman	180.00
11/04/2023 M Coleman	150.00
11/04/2023 Greenfield Sports	500.00
17/04/2023 HMRC	79.40
28/04/2023 Salary & Exps	333.40
17/04/2023 Village Hall	64.00
17/04/2023 Village Hall	16.00
17/04/2023 KALC	239.20
17/04/2023 SLCC	88.50
20/04/2023 Trident	30.00
24/04/2023 BHR Commercial	2,484.00
	<u>4,322.11</u>
Balance at 31/04/23	<u>66,880.45</u>

BROOKLAND PARISH COUNCIL
Income & Expenditure 2023/24- Actual & Budget

as at 30/04/2023

ACT 2022/2023	BUDGET 2023/2024	ACT TO DATE 2023/2024	ACT v BUD 2023/2024	Forecast 2023/2024
RECEIPTS				
12,870.00 Precept	12,870.00	6,435.00	- 6,435.00	12,870.00
19,220.74 Other			-	
75.00 Cemetery			-	
500.00 Grant			-	
1,590.62 VAT Recovered		3,017.77	3,017.77	3,017.77
34,256.36 TOTAL	12,870.00	9,452.77	- 3,417.23	15,887.77

BUDGET 2022/2023	BUDGET 2023/2024	ACTUAL 2023/2024	ACT v BUD 2023/2024	Forecast 2023/2024
EXPENDITURE				
4,321.72 Clerk's Salary & HMRC	4,000.00	397.80	- 3,602.20	4,773.60
180.00 Clerk's Expenses	180.00	15.00	- 165.00	180.00
72.00 Bank Service Fee	72.00		- 72.00	72.00
47.75 General Admin			-	
90.00 Internal Audit	100.00		- 100.00	100.00
35.00 ICO	40.00		- 40.00	40.00
164.29 Computer Maintenance	180.00	14.47	- 165.53	173.64
Training	250.00		- 250.00	250.00
4,650.00 Legal Fees			-	
85.99 Website	120.00		- 120.00	120.00
112.00 Village Hall Rent/Heat	150.00	16.00	- 134.00	134.00
193.70 KALC Subscription	200.00	199.33	- 0.67	199.33
87.50 SLCC Subscription	90.00	88.50	- 1.50	88.50
923.35 Insurance	975.00		- 975.00	975.00
1,565.00 Cemetery Grass Cutting	1,750.00	150.00	- 1,600.00	1,750.00
Cemetery Hedges			-	
Cemetery Fencing		125.00	125.00	125.00
Cemetery Admin Fees			-	
300.00 Clearance of Rubbish from Cemetery	150.00	25.00	- 125.00	150.00
Election Recharge	1,000.00		- 1,000.00	1,000.00
Removal/Maintenance of Trees	1,000.00		- 1,000.00	1,000.00
1,042.25 Youth Area			-	
100.00 Youth Area Rent	100.00		- 100.00	100.00
40.00 Wreath for Remembrance	50.00		- 50.00	50.00
Contingency Fund	500.00		- 500.00	500.00
500.00 Contribution to Marsh Harrier	200.00		- 200.00	200.00
Village Hall Grass Cutting		25.00	25.00	250.00
151.20 Clock Maintenance	175.00		- 175.00	175.00
Telephone Kiosk Maintenance			-	
1,034.00 Defib Maintenance	200.00		- 200.00	100.00
5,219.32 Village Sign & Posts & Chain		2,070.00	2,070.00	2,070.00
258.78 Platinum Jubilee			-	
533.93 Pop Up Events		591.89	591.89	591.89
290.00 Waste Bin			-	
412.00 Contributions to Good Causes	1,000.00	64.00	- 936.00	1,000.00
3,017.77 VAT on Expenses		540.12	540.12	540.12
25,427.55 TOTAL	12,482.00	4,322.11	8,159.89	16,708.08