

Annual Meeting of the Council

Minutes of Annual Meeting held at Bossingham Village Hall
on Tuesday 3 May 2022 at 7.00pm

1. Appointment of Chairman

Paul Gordon retired as Chairman and Councillor. Councillors thanked him for his dedicated service to the parish council since 2015.

- Cllr Robert Quincey was elected unanimously as Chairman:
as proposed by Cllr Angela Waldron, seconded by Cllr Mick Broughton.
 - Cllr Nick Waldron was elected unanimously as Vice-Chairman:
as proposed by Cllr Robert Quincey, seconded by Cllr Mick Broughton.
- Clerk to inform CCC of vacancy for a Councillor.

2. Apologies and absences

Attending: Chairman Robert Quincey, Cllr Nick Waldron, Cllr Angela Waldron, Cllr Mick Broughton, Clerk/RFO Clare Hamilton.

3. Councillors' Acceptance of Office and Code of Conduct, and declarations of Disclosable Pecuniary Interests

Councillors' Acceptance of Office forms are logged with CCC.

There were no changes to Councillors' Disclosable Pecuniary Interests.

Councillors accepted the Code of Conduct in 2019.

4. Councillor roles

Planning and Footpaths: Responses to planning applications to be reported to the Clerk in a timely manner. Clerk to submit responses to CCC.

Playing Field: Cllr Angela Waldron to carry out occasional logged inspections, and report any action needed to the Clerk.

Highways: The Chairman reports Highways matters via Highways Steward and online.

Defibrillator: Cllr Mick Broughton to check monthly.

5. Acceptance of Minutes of Annual Meeting held on 4 May 2021

It was resolved unanimously to accept the Minutes of the Annual Meeting of the Parish Council held on 4 May 2021.

6. Exemption from limited assurance review

The exemption criteria are met if the smaller authority can declare that:

- *The authority was in existence on 1st April 2018*
- *In relation to the preceding financial year (2020/21), the external auditor has not:*
 - *issued a public interest report in respect of the authority or any entity connected with it*
 - *made a statutory recommendation to the authority, relating to the authority or any entity connected with it*
 - *issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice*
 - *commenced judicial review proceedings under section 31(1) of the Act*
 - *made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration*
 - *The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.*

Upper Hardres Parish Council certifies that during the financial year 2021/22 it met the full criteria for exemption from a Limited Assurance Review as detailed above.

It was resolved unanimously to complete and sign the Certificate of Exemption.

7. Effectiveness of the system of Internal Control

- (a) **It was resolved** unanimously to accept the findings of the Internal Audit carried out by Simon Warner on 02 April 2022.
- (b) **It was resolved** unanimously to approve and sign the Annual Governance Statement for the year ended 31 March 2022.

8. Accounting Statements for the year ended 31 March 2022

- (a) **It was resolved** unanimously to approve the Accounting Statements which were signed and dated by the Chairman and the Clerk/RFO.

9. Budget for the financial year 2022/23

The Budget for 2022/23 was approved at November 2021 meeting.

10. Amendments to Financial Regulations None

11. Amendments to Banking arrangements None

12. Review of Insurance cover and quotations

Renewal premium due on 1 June 2022 (year 2 of a 3-year LTA with BHIB).

13. Review of Policies and Procedures

The following Policies and Procedures were reviewed and/or approved:

Communications Policy	Community Engagement Policy
Complaints Procedures	Grievance Policy
Equality and Diversity Policy	Filming and Recording of Meetings Policy
Privacy Policy	Publication Scheme
NALC Model Standing Orders	Registers: Inventory, Gifts

The following Policies were reviewed and updated:

Restricted & Unrestricted Reserves	Risk Assessment
Asset Register	GDPR Policy

14. Bossingham Playing Field

Maintenance to equipment as highlighted in the August 2021 safety inspection was carried out by a local contractor in April/May 2022. Annual RoSPA safety inspection is due in August.

15. UHPC Grant Fund awards 2022

- (a) Two applications were received for the 2022 UHPC Grant Fund award applications.

It was resolved to award funds as follows:

Friends of Stelling Minnis Primary School	Library improvements	£250 approved
Parent volunteer, Stelling Minnis Primary School	Gardening Project	£125 approved

- (b) **It was resolved** not to donate to Kent Air Ambulance and Victim Support in order to keep these small funds within the parish.

16. For information

Annual Parish Meeting to be held on Tuesday 17 May 2022 at 7pm at Bossingham Village Hall.

Signed..... Robert Quincey, Chairman, May 2023