

## **BRANDESTON PARISH COUNCIL**

Minutes of the Annual Meeting of the Council held at the Village Hall on Tuesday 21 May 2013

### **Present**

Councillors D Risk (Chairman) (DR), H Saxton (HR), K Churchill (KC), S Thurlow (ST), J Fielder (JF), P Summers (PT) and W Elson (WE)  
Parish Clerk and RFO, A M Hounsell(AMH)

### **1-1314/1 – Election of Council Chairman**

DR was proposed and elected unanimously.

### **2-1314/1 – Chairman’s Acceptance of Office**

The Chairman confirmed his acceptance of office and thanked the council for the confidence placed in him.

### **3-1314/1 - Chairman’s Welcome and Apologies for Absence**

The Chairman welcomed Councillors and advised there no apologies for absence.

### **4-1314/1 - Election of Vice Chairman and Appointment of Responsible Financial Officer**

WE and AMH, respectively, were elected to these positions unanimously.

### **5-1314/1 - Appointment of Parish Tree Officer and Parish Footpath Officer**

Mr J Garratt and HS, respectively, were appointed to these positions

### **6-1314/1 - To Receive Councillors’ Declaration of Interest in Agenda Items**

ST declared interest in agenda item 10 (i).

### **7-1314/1 - Minutes of Previous Meeting**

The minutes of the meeting of 26 March 2013 were signed as a true record.

### **8-1314/1 – Presentation by the Responsible Financial Officer of the Council’s Accounts for the Year ended 31 March 2013**

The RFO presented the completed account papers for the year 2012-13 and confirmed that the internal audit had been completed and signed by Mr. Donald Evans.

After due consideration, the Council approved these accounts and recorded their thanks to the RFO for completing the accounts

### **9-1314/1 - Consideration of the Annual Governance Statement required under Section 2 of the Accounts Annual Return for the Year ended 31 March 2013**

The Council considered and approved the following statement:-

1. We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption **and** reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.
4. We have provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit regulations.
5. We have carried out an assessment of the risks facing the council **and** took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.

### **10-1314/1 - Financial Matters**

The Council agreed payments as follows:-

- (i) £10.50 to Brandeston VH&RG for room hire for the next council meeting on date to be agreed (see agenda item 16).
- (ii) £121 to Suffolk Association of Local Councils for 2013-14 subscription

### **11-1314/1 – Planning**

The clerk advised of receipt of the formal notice of approval of applications C12/1939 (Office Farm Mutton Lane – erection of 4 bungalows, including one affordable dwelling) and C13/0441 (Brandeston Hall – Removal of window and brickwork and replacement with new screen)

There were no other planning matters to consider.

### **12-1314/1 - Report from Responsible Financial Officer (The Clerk) and consideration of Financial Risk Assessment**

- (i) The RFO advised that the notice of availability of the accounts for public inspection had been posted and that the actual inspection period had commenced on 07 May and would continue until 04 June 2013, followed thereafter by despatch to the external auditor (for receipt no later than 25 June 2013) – the responsible financial officer (the clerk) holds the account books for inspection.
- (ii) The RFO then presented the current cashbook position showing the community account with a current balance of £5,095.86 and the 100+ account a balance of £4,717.94 both after accruals.
- (iii) The council then considered the Financial Risk Assessment and agreed that all was in order and the financial position of the council is satisfactory.

### **13-1314/1 - Matters arising from previous minutes**

- (i) Discharge of Sewage (previous minute 13-1213/8 (i) )  
The clerk advised that he had exchanged correspondence with the Environment Agency and Anglian Water and AW had again confirmed that they intended to carry out works in order to resolve the issues. They had requested a public meeting, perhaps in June/July to advise residents of their plans. The council agreed to raise this issue at the following meeting (the Annual Parish Meeting).
- (ii) Potholes around Brandeston (previous minute 13-1213/8 (iv) )  
ST advised that she had partially completed the pothole survey. She will complete and pass to clerk for report to SCC highways.

### **14-1314/1 - Correspondence**

There was no correspondence requiring attention.

### **15-1314/1 - Any other business as may be raised and accepted as appropriate by the Chairman under Standing Order 16**

There was no discussion under this heading.

### **16-1314/1- Date of Next Meeting**

Date of the next meeting was confirmed as Tuesday 23 July 2013 at 8.00 pm.

The meeting closed at 8.00 pm