

## **BRANDESTON PARISH COUNCIL**

Minutes of the Annual Meeting of the Council held at the Village Hall on Wednesday 21 May 2014

### **Present**

Councillors D Risk (Chairman) (DR), K Churchill (KC), S Thurlow (ST), J Fielder (JF), P Summers (PT) and W Elson (WE)

Parish Clerk and RFO, A M Hounsell (AMH)

### **1-1415/1 – Election of Council Chairman**

DR was proposed and elected unanimously.

### **2-1415/1 – Chairman’s Acceptance of Office**

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

### **3-1415/1 - Chairman’s Welcome and Apologies for Absence**

The Chairman welcomed Councillors and advised there were apologies for absence from Cllr Saxton.

### **4-1415/1 - Election of Vice Chairman and Appointment of Responsible Financial Officer**

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

### **5-1415/1 - Appointment of Parish Tree Officer and Parish Footpath Officer**

Mr J Garratt and Cllr Saxton, respectively, were appointed to these positions

### **6-1415/1 - To Receive Councillors’ Declaration of Interest in Agenda Items**

ST declared interest in agenda item 9 (i), (iii) and (iv).

### **7-1415/1 – Presentation by the Responsible Financial Officer of the Council’s Accounts for the Year ended 31 March 2014**

The RFO presented the completed account papers for the year 2013-14 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

### **8-1415/1 - Consideration of the Annual Governance Statement required under Section 2 of the Accounts Annual Return for the Year ended 31 March 2014**

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.

### **9-1415/1 - 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 11).
- (ii) £124 to Suffolk Association of Local Councils for 2014-15 subscription
- (iii) Transfer of appropriate VAT refund of £647 to the 100+ account
- (iv) Payment from 100+ account of £2,262.50 to P A Moyses for basketball court at the Recreation Ground (VAT amount of £452.50 on this sum to be paid from the Community Account and reclaimed later)

### **10-1415/1 - Any other business as may be raised and accepted as appropriate by the Chairman under Standing Order 16**

- (i) KC stated that she considered it would have been more appropriate to approach the new owners at Brook Cottage regarding unauthorised tree works instead of advising SCDC of this work. Other councillors agreed that the correct approach had been followed in notifying SCDC.
- (ii) The council agreed to approve planning application DC14/1248 (Conservatory etc at The Grange, The Street) but that more appropriate windows (similar to those of the house) be provided in the new construction.

### **11-1415/1- Date of Next Meeting**

Date of the next meeting was confirmed as Wednesday, 16 July 2014 at 8.00 pm.

The meeting closed at 8.00 pm