

BRANDESTON PARISH COUNCIL

Minutes of the Annual Meeting of the Council held at the Village Hall on Tuesday 22 May 2012

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)

1-1213/2 – Election of Council Chairman

DR was proposed and elected unanimously.

2-1213/2 – Chairman’s Acceptance of Office

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

3-1213/2 - Chairman’s Welcome and Apologies for Absence

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

4-1213/2 - Election of Vice Chairman and Appointment of Responsible Financial Officer

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

5-1213/2 - Appointment of Parish Tree Officer and Parish Footpath Officer

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

6-1213/2 - To Receive Councillors’ Declaration of Interest in Agenda Items

ST declared interest in agenda items 10 (i), (iii), (v) and (vi)

7-1213/2 - Minutes of Previous Meeting

The minutes of the meetings of 13 March and 08 May 2012 were signed as true records.

8-1213/2 – Presentation by the Responsible Financial Officer of the Council’s Accounts for the Year ended 31 March 2011

The RFO presented the completed account papers for the year 2011-12 and confirmed that the internal audit had been completed and signed by Mr. Donald Evans.
After due consideration, the Council approved these accounts.

9-1213/2 - Consideration of the Annual Governance Statement required under Section 2 of the Accounts Annual Return for the Year ended 31 March 2012

The Council considered and approved the following statement:-

We acknowledge as the members of Brandeston Parish Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2012, that :

1. We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.
2. We have 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.

10-1213/2 - 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) £118 to Suffolk Association of Local Councils for 2012-13 subscription
- (iii) to the clerk for distribution as prizes in the 100+ club for 2012-13 as follows:- £140 (payable now) and further payments of £140 (payable 01 August 2012), £185 (payable 01 November 2012) and £105 (payable 01 January 2013) (All from 100+ account – total £570)
- (iv) £50.00 (plus VAT) to BDO LLP for the 2011-12 external audit fee
- (v) £74.15 transfer from the main account to 100+ account being the refund of VAT on the purchase of the John Elliott memorial bench.
- (vi) a maximum of £1500 + VAT from the 100+ account for the purchase of video equipment for the village hall

11-1213/2 – Planning

- (i) The clerk advised that applications C11/2774 (Extension – 34 The Street) and C12/0470 (Alterations at Brandeston Hall) had been approved, and application C12/0529 (extension – 32A The Street) had not yet been considered by SCDC.
- (ii) The council considered application C12/0962 (Extension and front porch – Jasmine Cottage, Mill Lane) and agreed to support.

There were no other planning matters to consider.

12-1213/2 - 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 to cover the period 07 May until 20 May 2012 and that the actual inspection period had commenced on 21 May and would continue until 19 June 2012, followed by despatch to the external auditor on 20 June 2012 (receipt at the auditor is required by 25 June 2012) – the chairman holds the account books for inspection.
- (ii) The RFO then presented the current cashbook position showing the community account with a current balance of £5,295.50 and the 100+ account a balance of £3,220.29 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.

13-1213/2 - Matters arising from previous minutes

- (i) Speeding (previous minute 6-1112/8 (i))
The council discussed this item briefly but deferred any decision pending further discussion at the Annual Parish Meeting (following).
- (ii) Legal Charge on Brandeston Village Hall (previous minute 6-1112/8 (ii))
The clerk advised that nothing further had been heard from the council's solicitor. He was instructed to seek advice of the current position.
- (iii) Brandeston Draft Conservation Area Appraisal (previous minute 6-1112/8 (iii))
The clerk confirmed that he had advised the Conservation Officer of the council's comments and that the officer would be attending the Annual Parish Meeting later this same evening.

14-1213/2 - Correspondence

There was no correspondence requiring attention.

15-1213/2 - 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.

16-1213/2- Date of Next Meeting

Date of the next meeting was confirmed as Tuesday 17 July 2012 at 8.00 pm.

The meeting closed at 8.00 pm