

CAMPSEA ASHE PARISH COUNCIL

MINUTES OF ANNUAL MEETING HELD ON MONDAY 20TH MAY 2019 AT 7.30PM IN THE VILLAGE HALL

ANNUAL MEETING OF THE COUNCIL

Present: Richard Fernley (RF), Pat Hayward (PH), Georgina Proctor (GP), Derek Balaam (DB), Nathan Wills (NW), Alexander Nicoll (AN) County Councillor

Before commencing the meeting the presiding Chair RF reported to the parish on the sad death of the Clerk and RFO, Barry Cable, who died in hospital on April 22 after suffering ill health. RF had attended his funeral.

1. **Election of Chairman** – Richard Fernley was proposed by NW and seconded by PH and unanimously elected. Declaration of Acceptance of Office signed.
2. **Election of Vice Chairman** – Georgina Proctor was proposed by NW and seconded by PH and unanimously elected. Declaration of Acceptance of Office signed.
3. **Election/appointment of other officers** – in the absence of a parish clerk Richard Fernley was appointed as RFO (until a new clerk is appointed). PH and GP will assist as necessary as cheque signatories.

GP was appointed as liaison with Village Hall Committee. DB and NW were appointed to continue checks/maintenance on Play Area etc. Others to be appointed to responsibilities as necessary.

There are currently two vacancies for parish councillors to be advertised/co-opted. RF will post notices to this effect. NW to investigate Register of Interests update in absence of clerk.

Declaration of Acceptance of Office signed by PH, NW and DB.

4. **The Annual Governance Statements** were read out and each item was agreed and the statement was duly signed by RF and GP in the absence of a parish clerk. A covering note for countersignatures for this and other documents will be provided by RF and posted on the website as advised by SALC/SBA team.

5. **The draft Accounts and Accounting Statements for year to 31/3/19**, having previously been circulated, were agreed and the Accounting Statements were signed by RF and GP as responsible officer in absence of parish clerk.

6. **The Certificate of Exemption – AGAR 2018/19 Part 2** were agreed and signed by RF and GP as responsible officer in absence of parish clerk.

6. **Standing Orders/Financial Regulations/Code of Conduct** as updated over the course of the previous year were agreed by all and unanimously approved.

Meeting closed at 7.52

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Meeting opened at 7.53

1, **The Chairman welcomed all.** Attendance as above.

2, **No apologies were received** although reports had been provided by Carol Poulter on behalf of East Suffolk DC, the Village Hall Committee, Heritage Group, Village Recorder and PCC. A report from the Station House was expected later in the week.

3, **The minutes of the last Annual meeting held on 20th May 2018 were agreed and signed.** RF stated they were short but represented a record based on his research of the clerk's files.

4, **Chair's report** – attached. During the report the meeting was paused for a minute's silence to remember Barry and give a vote of thanks and condolences to his family.

5, **The Chair as acting RFO presented the previously agreed draft accounts for 2018/19** – explanation was given re variances to the previous year and bank reconciliation. The balance was higher than the previous years as two items budgeted for in 2018/19 had been delayed and were carried over for the current year.

6, **County Councillor Alexander Nicholl gave a report** – to be added once approved by Alexander

District Councillor Carol Poulter had provided the East Suffolk DC report via email attachment and councillors have been copied. It can be made available to the public on request.

7, **Village organisations** – A report was read from the Heritage Group, PCC and Village Hall – all are attached. The report received from the Village Recorder was for the previous calendar year and will also be attached. A report is anticipated from Station House which will also be added to the minutes.

There were no members of the public in attendance to raise issues in the above reports and the meeting was closed at 8.34

Date of next AMC/AMP Monday 18 May 2020 at 7.30pm in the Village Hall

GP/RF