

BRADMORE PARISH COUNCIL

Confirmed Minutes of the Bradmore ANNUAL COUNCIL meeting held in
the Bradmore Community Hall at 6:45 pm on Wednesday 13th May 2015

Present: Councillor K Ackroyd (Chair)
Councillor R Adair
Councillor F Cattell (Snow Warden)
Councillor C Skoyles
Councillor S Maxwell
Councillor J Nathanson
The Clerk

- 1 APOLOGIES: Councillor R Colwill (holiday)
- 2 DECLARATIONS OF INTEREST (Personal and Prejudicial): None

OPEN SESSION

3 ELECTION OF OFFICERS

Chair – Cllr Ackroyd proposed Cllr Adair as Chairman, seconded by Cllr Nathanson. The Council were in agreement. Cllr Ackroyd then stepped down, having retired from the Council. Cllr Adair informed Councillors that he looked forward to serving the Parish for the next 12 months.

Vice Chair – Cllr Adair nominated Cllr Colwill who was not present at the meeting. Cllr Colwill had agreed prior to the meeting to act as Vice Chair. Seconded by Cllr Nathanson. The Council were in agreement.

Footpath Warden – Cllr Colwill had agreed to continue as Footpath Warden. The Council were all in agreement.

Snow Warden – Cllr Cattell agreed to continue as Snow Warden. The Council were all in agreement.

Declarations of Acceptance of Office in respect of all Councillors present were signed in the presence of the Clerk.

Cllr Adair gave thanks to Margaret Curran and Mike Peregrine for their support on the Parish Council over many years (possibly 35-40 years for Mike Peregrine).

Cllr Adair also gave thanks to Keith Ackroyd for his support as a Councillor since 2001 and for acting as Chairman for the past two sessions.

4 WELCOME NEW COUNCILLORS

Cllr Adair welcomed Ceri Skoyles and Stella Maxwell as newly elected unopposed Councillors, both of whom wished to become more involved in village activities.

5 CO-OPTION

Two applications had been received for the remaining vacancy. The Clerk would post the vacancy notices and inform the Monitoring Officer. Cllr Adair requested an Extraordinary Meeting on 2nd June to consider all applications. Cllrs Cattell and Nathanson would not be able to attend.

6 MEMBERS REGISTERED INTERESTS

Councillors were reminded to update any changes which had taken place since the last Annual Meeting. Two new Councillors, Stella Maxwell and Ceri Skoyles would complete their form and send to the Monitoring Office at Rushcliffe Borough Council.

7 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on Wednesday 13th May 2015 were approved and signed.

8 MATTERS ARISING

None.

9 INTERNAL FINANCIAL CONTROL FORM

The Clerk reported that the current internal financial control form should be updated as recommended by the Government's "Model Financial Regulations". The document was agreed after removal of the last paragraph "Payment of Salaries". As the Clerk was the only employee, it was felt that the recommended requirement of a separate confidential cash book would not be needed for recording salary. The Clerk would finalise the form and present for signature at the next meeting.

10 ANNUAL ACCOUNTS AND INTERNAL AUDIT REPORT 2014-2015

The Annual Accounts had been audited and circulated prior to the meeting, together with Mr Muncey's report.

11 APPROVAL OF ANNUAL GOVERNANCE STATEMENT (2014-2015)

The Annual Governance Statement was approved by Councillors and signed by the Chair and Responsible Financial Officer for submission to the External Auditor, Grant Thornton. Additional documents were now required by Grant Thornton (Internal Financial Control form, copies of insurance documents and Risk Assessment). The Risk Assessment had been carried out on 28th April 2015 and presented at the meeting on 6th May 2015. The "Notice of Appointment of Date for the Exercise of Electors' rights" would be available on the notice board from 18th May until 26th June.

12 APPOINTMENT OF INTERNAL AUDITOR 2015-2016

Mr John Muncey had confirmed he would be happy to carry out the audit next year.

13 CONFIRMATION OF ANY CONFLICT OF INTEREST BETWEEN COUNCILLORS AND AUDITOR

Councillors confirmed that there was no conflict of interest with the internal auditor.

14 FINANCIAL STATEMENT AND PAYMENTS FOR APPROVAL

The financial statement had been circulated prior to the meeting and payments approved. Renewal of insurance with Community Lincs from 1st June 2015 had increased from £223.77 to £240.73. AON had submitted a more competitive quote of £206.75 which Councillors approved.

The reissue of a cheque to B&B Charities was approved for the hire of the room in March. The Clerk had a signed receipt for the cheque which had gone missing between Bradmore and Bunny. Since the cheque had apparently been lost by B&B Charities, they had agreed that the £10 cheque cancellation fee could be deducted from the £20 room hire fee.

15 NEW SIGNATORIES

Cllr Ackroyd had suggested at the previous meeting that, due to recent problems with the NS&I Investment account, the account be closed and a deposit account opened with HSBC to facilitate quicker and easier transfer of funds between accounts. The Clerk reported that new signatories were required to attend the bank with ID to sign the mandate form. Cllrs Nathanson and Cattell agreed to be signatories. The Clerk would contact Cllr Colwill to be a third. Cllrs agreed that the Clerk could act as signatory only for communicating with the Bank when required.

16 CORRESPONDENCE

The Clerk had written to Fernwood Transport Ltd and NCC Highways Department regarding the lorries along the A60 at Bradmore. A response had not been received at the time of the meeting.

17 PLANNING MATTERS

None

18 DOLPHIN MORRIS MEN

Most of the Councillors and the Clerk would not be available on 28th May 2015 for the visit. Cllr Maxwell volunteered to be the host. The Clerk would forward details to Clive Cowx and Cllr Maxwell.

19 VILLAGE FOOTPATHS

Cllr Colwill had submitted his annual report, which would be presented at the Annual Parish meeting in his absence.

It was suggested that a sign be erected at the top Main Street warning of glass on the path.

20 AMENITIES

No matters.

21 DATES OF FUTURE MEETINGS

Tuesday, 2nd June 2015 (Church Room) – Extraordinary Meeting
Wednesday, 1st July 2015 – (Church Room) – Parish Meeting

The meeting closed at 8 pm

Signed:

Dated: