**Minutes of the Annual Parish Council Meeting, followed by the May Ordinary Meeting, held at the Pavilion**

**on 12th May 2022 at 8pm**

# **Present:**

Councillor I Armstrong (Chairman), Councillor R Collins, Councillor K Hornett, Councillor C Knapman, Councillor L Kane, Clerk.

# **22/1 Election of the Chairman**

Councillor Armstrong was duly elected as Chairman.

# **22/2 Declaration of Acceptance of Office**

Councillor Armstrong signed the Declaration of Acceptance of Office.

# **22/3 Election of the Vice Chairman**

Councillor Collins was duly elected as Vice Chairman.

# **22/4 Apologies for Absence**

None received.

# **22/5 Minutes of the Parish Council Meeting**

The minutes of the meeting held on 10th March 2022 were agreed as a correct record and signed by the Chairman.

# **22/6 Declarations of Interest**

None received.

# **22/7 To confirm bank account signatories**

**It was resolved that** all Councillors to remain as bank account signatories.

# **22/8 To appoint the Internal Auditor**

**It was resolved** **that** the Parish Council to appoint Jan Stobart as Internal Auditor for the financial year 2022/23 at a cost of £150.

# **22/9 To re-adopt policies and procedures**

**It was resolved that** the Parish Council to re-adopt the following policies and procedures, amended where appropriate:

1. Standing Orders
2. Financial Regulations
3. Grievance
4. Data Protection
5. Data Retention
6. Social Media and Electronic Communication
7. Publication Scheme
8. Training
9. Complaints

# **22/10 To adopt the Financial Risk Assessment for 2022/23**

**It was resolved that** the Parish Council to adopt the Financial Risk Assessment for 2022/23.

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# **22/11 Maldon District Councillor Update**

## District Councillor Siddall sent his apologies.

# **22/12 Public Participation Session**

No members of the public were present.

# **22/13 Planning**

**13.1** The Parish Council’s ‘**no** **objection**’ response (made outside of a meeting) to the following application was noted: 22/00427/HOUSE– Demolition of existing conservatory replaced with new single-storey rear extension at Jasmine Cottage, Bung Row, Great Braxted.

# **22/14 Finance**

**14.1** **It was resolved that** the Parish Council to receive the Internal Audit Report for 2021/22.

**14.2 It was resolved that** the Parish Council to approve the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) for 2021/22.

**14.3 It was resolved that** the Parish Council to approve the Accounting Statements (Section 2) of the AGAR for 2021/22.

**14.4** The period of public rights was noted as 6th June to 15th July 2022.

**14.5 It was resolved that** the Parish Council to agree to the quote received from Aviva for the Council’s insurance, commencing June 2022, for a three-year agreement at £347.68 per year.

# **22/15 Accounts for Payment**

**It was resolved that** the accounts for payment between 11th March 2022 and 12th May 2022 be approved as follows:

Staff costs £861.60

Office expenses £139.69

Handmade by Jo £13.50\*

DW Maintenance £435.00

e-digiprint.com £30.00

Royal Mail £360.00

EALC £114.18

ID Mobile £6.00

Councillor Knapman (expenses) £49.12\*

Councillor Collins (expenses) £31.90\*

Maldon District Council £252.43

Currys Business £598.99

Mrs J Stobart £145.00

Bernice Goody (expenses) £104.15\*

JPS Online £189.60\*

Erdogan Mentesh £320.00\*

Make It Pop Events £150.00\*

\* Indicates playground project funds

# **22/16 Meeting Dates**

Meeting dates were agreed as follows: Thursday 8th September and Thursday 10th November 2022.

# **22/17 General Announcements**

The following matters were raised:

* The Caloo engineer will be on site this month to repair the ‘rower’ equipment. Cllr Collins to act as contact on the day.

## **Meeting closed at 9.05pm**