

# Mount Bures Parish Council

## Minutes of Mount Bures Parish Council meeting held on Wednesday 11<sup>th</sup> May 2022 at 7.30 P.M in the Village Hall, Mount Bures

- Present:** Cllr Ian Woodman (Chairman), Cllr Hillary Bufton (Vice Chairman), Cllr Mark Graham, Cllr Fiona Willetts, 1 Resident & The Parish Clerk, Mr G. Walkingshaw.
- 22/01 Election of Chairman (sign Declaration of Acceptance of Office)**  
Chairman Ian Woodman was re-elected as Chairman of Mount Bures Parish Council.  
Proposed: Cllr Hillary Bufton                      Seconded: Cllr Fiona Willetts  
Agreed by all.  
Acceptance of Office form signed by Chairman.
- 22/02 Welcome and apologies for absence**  
Apologies were received from Cllr Michaela Harris
- 22/03 Declaration of Members interests**  
Cllr Hillary Bufton declared an interest in Planning Application 200967  
(Item 22/15.1)
- 22/04 Election of Vice Chairman**  
Cllr Hillary Bufton was re-elected as Vice Chairman of Mount Bures Parish Council.  
Proposed: Cllr Fiona Willetts                      Seconded: Cllr Ian Woodman  
Agreed by all.
- 22/05 Election of Councillors for representatives**  
Colchester Association of Local Councils (CALC)- Cllr Ian Woodman  
Essex Association of Local Councils (EALC) - Cllr Ian Woodman  
Essex Highways – Cllr Hillary Bufton  
Recycling & Transport – Cllr Hillary Bufton  
Parish Paths Partnership – Cllr Fiona Willetts  
Emergency Planning – Cllr Mark Graham & the Parish Clerk  
Website - The Parish Clerk
- 22/06 To review the effectiveness of the system of internal control (Internal Audit)**  
Chairman to sign Certificate of Exemption and add minute reference  
Chairman to sign Annual Governance Statement after approval at meeting, to date and add minute reference  
Chairman to sign Accounting Statement after approval at meeting, to date and add minute reference  
Chairman to sign Bank Reconciliation after approval at meeting  
The Chairman, Ian Woodman signed the Internal Audit Documents for 2021/2022  
Agreed by all
- 22/07 To review Standing Orders**  
The Standing Orders were reviewed by the Parish Council and adopted 05/05/22  
Agreed by all.
- 22/08 To review Financial Regulations**  
The Financial Regulations were reviewed by the Parish Council and adopted 05/05/22  
Agreed by all.



15.3 Planning Applications – Decisions received since last meeting  
None

**22/16 Financial Risk Assessment Policy March 2022**  
The Financial Risk Assessment Policy for the Parish Council was approved.  
Agreed by all.

**22/17 To Review Parish Council Risk Assessment**  
Cllr Fiona Willetts was appointed councillor to review the risk assessment policy on behalf of the Parish Council.  
Agreed by all.

**22/18 Internal Audit 2022/2023**  
To agree to use of Heelis & Lodge as Internal Auditors for 2022/2023.  
Agreed by all.

**22/19 Training/Events**  
19.1 Reports on attended events  
None  
  
19.2 Nominations for new events  
None

**22/20 Information Exchange/Items for next agenda**  
Village Green Bench added to next agenda.  
Village Sign – added to next agenda.  
Cllr Fiona Willetts informed the meeting that 44 people had signed up for the big lunch as part of the Queen’s Jubilee Celebrations. An Oak Tree to commemorate this would be planted in the Church grounds.

**22/21 To confirm date and time of next meeting**  
Date of next meeting: Wednesday 13<sup>th</sup> July 2022 at 7.30 p.m.  
The meeting finished at 8.45 p.m.

Signed..... Chairman

Date.....