

and that this power was given under the Charities Act 2011. He said questions should be directed to trustees who need to comply with the law and to do whatever they felt aligned with the role of the charity. He said matters that were for the trustees should be discussed at separate meetings and not meetings of the Parish Council.

A resident asked if the trustees would invite the village to meetings and said she would think probably not. She asked then if the village would be kept informed about what would be done with the Bell Fields.

The Chairman said the current governing document for the Bell Fields charities was the Inclosure Act. He said the first task was to get up-to-date governing documents and then decide the purpose of the charities. He said then the two charities would engage with the people of the parish. He said it would be a collaborative exercise. He said there was no requirement for meetings of the trustees to be open to the public.

A resident asked who the current trustees were, and how they had been elected.

The Chairman said the Charities Act gave the Parish Council authority to appoint trustees for a four-year term. He said trustees could be re-appointed at the end of the four years. He said work had been done to establish this.

Mrs Dale Evans said she understood this meant that the Council could appoint trustees but trustees did not have to be Parish Councillors.

The Chairman agreed and said the Council could appoint Councillors or people with relevant knowledge. He said the Charities Act said that where the governing document referred to church wardens and overseers, no more trustees could be appointed than there were originally wardens and overseers. He said there had been two churchwardens but had no idea of how many overseers. He said a maximum of nine trustees seemed fair.

Cllr Hart said he was worried about the investment of the Rettendon electors' council tax element. He said £5,000 had been spent on legal advice and asked if the Council would now sue for wrongful advice.

The Chairman said the figure spent was not £5,000. He said he had asked a specific question about changing the structure. He said if Birkett Long could not look on the Charity Commission website for the governing document he was not prepared to rely on their advice.

36-17/18 To agree the minutes of the meeting held on Tuesday 25th April 2017.

With the amendment to Item 27-17/18 as follows:

“Cllr Jones said she was looking into the possibility of a passing place on Buckhatch Lane.”

the minutes of the meeting held on Tuesday 25th April 2017 were **agreed** as a true record and signed by the Chairman.

Signed _____
Cllr Mark Fleming, Chairman

Proposed: Cllr Millane Seconded: Cllr D Fleming (Unanimous)

Cllr Cheater joined the meeting.

37-17/18 Update on progress of resolutions made at previous meetings

There were no updates.

38-17/18 To receive the draft minutes of the Annual Parish Meeting held on 2nd May 2017 and to take any action as needful on issues raised at that meeting

The draft minutes of the Annual Parish Meeting held on 2nd May 2017 were received.

It was agreed that the issue of the proposed new benches would be taken forward for the end of June.

39-17/18 Chairman's Report

The Chairman said due to an administration error by HSBC the Parish was to receive £250.00 in compensation.

40-17/18 Clerk's Report

The Clerk said since the last meeting the Internal Audit had been completed.

41-17/18 To receive the Essex County Councillor and Ward Councillors' reports.

Cllr Ride said he had nothing major to report. He said any action he or Cllr Millane had taken would be discussed under the relevant agenda items.

42-17/18 To agree to approve the Annual Governance Statement section of the Annual Return for year ended 31 March 2017.

The Annual Governance Statement section of the Annual Return for year ended 31st March 2017 was **approved**.

Proposed: Cllr Millane Seconded: Cllr Chapman (Unanimous)

43-17/18 To agree to approve the Accounting Statement section of the Annual Return for year ended 31 March 2017.

The Accounting Statement section of the Annual Return for year ended 31 March 2017 was **approved**.

Proposed: Cllr D Fleming Seconded: Cllr Millane (Unanimous)

44-17/18 To confirm the Clerk as Responsible Financial Officer for the Parish Council

The Clerk was **confirmed** as Responsible Financial Officer for the Parish Council.

Proposed: Cllr Ride Seconded: Cllr Millane (Unanimous)

Signed _____
Cllr Mark Fleming, Chairman

45-17/18 Finance

a) To agree to authorise invoices for payment, receive copy Bank statements and details of expenditure to date.

Invoices for payments were authorised, copies of bank statements and details of expenditure to date were agreed.

Payee	Reason for Payment	Amount
Katherine Kane	April salary	£333.40
Katherine Kane	May salary	£332.20
HMRC	PAYE April/May	£166.40
Rettendon VHMC	Invoice 510 – Meetings 18/4/17, 2/5/17	£50.00
Cllr D Fleming	Expenses	£185.66
W & H Romac	Repairs to street lighting	£101.19
NWG Business	Water Bill – Playing Fields	£4.33
Mrs J Hindley	Internal Audit	£250.00
Total		£1,423.18

Proposed: Cllr Millane Seconded: Cllr Jones (Unanimous)

b) To agree to appoint three Councillors to check finances and sign cheques

Cllrs D Fleming, Hart and Jones were appointed to check finances.

Cllrs Chapman, Copsey and M Fleming were appointed to sign cheques.

c) To agree to write to Mrs Julie Hindlay asking her to act as Internal Auditor for 2017/18.

It was **agreed** to write to Mrs Julie Hindlay to ask her to act as Internal Auditor for 2017/18.

Proposed: Cllr Millane Seconded: Cllr Ride (Unanimous)

d) To agree to approve the use of variable Direct Debit payments for utility bills

It was **agreed** to approve the use of variable Direct Debit payments for utility bills

Proposed: Cllr D Fleming Seconded: Cllr Millane (Unanimous)

46-17/18 To agree representatives on outside bodies

The Hall Management Committee – Cllr Copsey

Signed _____
Cllr Mark Fleming, Chairman

The Essex Association of Local Councils – As appropriate

The Richard Cannon Charity – Cllr Hart said he would check if there was a vacancy for a trustee.

The Meeson Charity - The Chairman as Trustee.

Proposed: Cllr Millane Seconded: Cllr D Fleming (Unanimous)

47-17/18 To review the Terms of Reference for existing committees and Working Parties

The Clerk said she would bring Terms of Reference for the HR Committee to the next Council meeting.

48-17/18 To appoint members to existing committees and Working Parties

HR Committee – Cllr Chris Cheater, Cllr Mark Fleming and Cllr Glenys Jones

Local Records and Retained Rights Working Party – Cllr Mark Fleming, Cllr Lance Millane and Cllr Ray Ride

49-17/18 To review and adopt:

- a) **Standing Orders**
- b) **Financial Regulations**
- c) **Code of Conduct**
- d) **Document Retention Policy**
- e) **Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**

The above policies were **adopted**.

Proposed: Cllr D Fleming Seconded: Cllr Millane (Unanimous)

50-17/18 To review the Parish Council's inventory of land and assets including buildings and office equipment

The Parish Council's inventory of land and assets including buildings and office equipment was reviewed. It was suggested that the two Chairmans' Boards and the Parish Map should be added.

51-17/18 To review the Parish Council's Risk Assessment Register

The Parish Council's Risk Assessment Register was **reviewed**.

Signed _____
Cllr Mark Fleming, Chairman

52-17/18 To confirm arrangements for insurance cover in respect of all insured risks

Arrangements for insurance cover in respect of all insured risks were **confirmed**.

53-17/18 To review the Council's Complaints Procedure

The Council's Complaints Procedure was **reviewed**. The Clerk said she would remove reference to the Complaints Committee as all complaints would be dealt with by the full Council.

54-17/18 To agree the time and place of ordinary meetings of the full Council up to and including the next Annual Meeting of the full Council

The times and place of ordinary meetings of the full Council up to and including the next Annual Meeting of the Council were **agreed** as follows:

27th June 2017, 26th July 2017, 26th September 2017, 31st October 2017, 28th November 2017, 19th December 2017, 30th January 2018, 27th February 2018, 27th March 2018, 24th April 2017, 29th May 2018 (Annual Meeting of the Council).

Proposed: Cllr D Fleming Seconded: Cllr Millane (Unanimous)

55-17/18 To agree the response to the following planning applications (all applications are available to view at www.chelmsford.gov.uk)

17/00832/FUL - 11 Crouch View Cottages Main Road Rettendon Common Chelmsford - Proposed two storey side and rear extension with rear juliet balcony, single storey rear extension and new front porch

The Parish Council would **support** this application.

Proposed: Cllr M Fleming Seconded: Cllr Millane (Unanimous)

56-17/18 To agree to pay the Clerk for up to 20 additional hours during June 2017 to load content on to the new website

It was agreed to pay the Clerk for up to 20 additional hours during June 2017 to load content on to the new website.

Proposed: Cllr Hart Seconded: Cllr Millane (Unanimous)

57-17/18 To agree to pass the title deeds of the Upper and Lower Bell Fields to the Official Custodian for safekeeping

This Item was deferred.

58-17/18 To agree the content of a letter from Rettendon Parish Council to the Charity Commission regarding charities 271479 and 271480

Signed _____
Cllr Mark Fleming, Chairman

The 2017 RoSPA Play Inspection Report was **received**.

68-17/18 To receive a report from the Local Records and Retained Rights Working Party

Cllr M Fleming said documents had been sought from Essex Records Office. He said a picture was forming of how the boundaries of the parish have changed over time. He said they were putting together a graphic and how this affected retained rights. He said the Working Party would present its findings in due course.

69-17/18 Highways and Footpaths – to note Essex Highways Notices and receive reports from Councillors.

Cllr Jones said the obelisk at the East Hanningfield Road end of Old Bell Lane had been flattened. She said she had tried to track this but the tracking number had not been recognised.

Cllr Jones said a resident had tripped over a raised manhole cover on the footpath from Meadow Road. Cllr Jones said she would action this.

70-17/18 Street Lighting

There were no issues raised.

71-17/18 Items from Councillors

Cllr Hart said the trustees of the Bell Fields charities were prepared to meet with Cllr Fleming and others.

The Chairman said this was a matter for the trustees and not for the Parish Council.

72-17/18 Date of the next Parish Council Meeting – 27th June 2017, 7.30pm at the Rettendon Memorial Hall, Main Road, Rettendon, CM3 8DP