

# AGENDA ITEM 3

## Broad Town Parish Council

Minutes of the Annual Meeting held in the Village Hall on Monday 15 May 2017

**PRESENT:** Councillor Mrs J E Jordan - Chairman  
Councillor S J Billis  
Councillor Mrs S G Hartley  
Councillor M A Holland  
Councillor B Joyce  
Councillor A R Pearce  
Councillor C J Rendell  
Councillor Mrs A Bucknell (Appointed Wiltshire Councillor and outgoing Chairman)

**OFFICERS:** Mrs L A Roberts – Interim Parish Clerk

**IN ATTENDANCE:** 10 members of the public were present

**Public Participation:** There were no questions raised by the public.

**Note:** All Councillors made and signed their Declarations of Acceptance of Office prior to the start of the meeting.

### 39/17 ELECTION OF CHAIRMAN

It was proposed by Councillor B Joyce, seconded by Councillor R Pearce and

**RESOLVED** that Councillor Mrs Jordan should be elected Chairman of the Parish Council for ensuing year. Councillor Mrs Jordan assumed the chair and as newly elected Chairman made and signed a Declaration of Acceptance of Office.

### 40/17 ELECTION OF VICE-CHAIRMAN

It was proposed by Councillor M Holland, seconded by Councillor S Billis and

**RESOLVED** that Councillor Mrs Hartley be elected as Vice-Chairman of the Parish Council for the ensuing year.

### 41/17 APOLOGIES FOR ABSENCE

There were no apologies for absence.

### 42/17 DECLARATIONS OF INTEREST

There were no declarations of interest.

# AGENDA ITEM 3

## 43/17 MINUTES

The Minutes of the Parish Council Meeting held on 10 April 2017 having previously been circulated, were signed by the Chairman, Councillor Mrs Jordan as a correct record.

## 44/17 FINANCE

### 44/17.1 Bank Accounts

The information in relation to the Bank Accounts was noted. The Interim Parish Clerk advised that now all Councillor contact details had been received she would complete new bank mandates so that the accounts could be updated.

It was advised at the meeting that one of the Treasurer Accounts would be for the Community Fund which was operated by the Parish Council. It was understood that there are credits which should have been received into the account, however without full access to the bank accounts this could not be confirmed. It was agreed that Councillor Billis would pass on the contact details to the Interim Clerk so that this could be confirmed and/or investigated. Council was also advised that there was a cheque, being the unspent balance from the grant award to the Queen's Birthday Celebrations Group, awaiting credit into the Community Fund.

The Interim Clerk would arrange for a receipt to be prepared.

### 44/17.2 Outstanding Invoices

The cheque book had now been retrieved and the following cheques had been prepared and signed and would be sent to the payees asap. It was confirmed that the previous council had agreed payment of the following:

|                         |         |
|-------------------------|---------|
| Broad Town Village Hall | £450.00 |
| A D Leighfield          | £ 90.00 |
| Grant Thornton          | £120.00 |
| Christ Church PCC       | £150.00 |

There was a cheque made out to A W Services however the details had not been completed. The Interim Clerk would investigate and organise payment if there was a liability.

### 44/17.3 EXTERNAL AUDIT

The Interim Clerk advised that it was a priority for the Council's Year End to be completed and this included the Annual Return received from Grant Thornton the External Auditor, which had to be approved by the Council before 30 June 2017. To complete the Annual Return, it is necessary to have the Council's year-end including the Annual Return signed off by the Internal Auditor. Councillor Billis advised that the Parish Council had used the services of Ray Manley as an Internal Auditor in the

## AGENDA ITEM 3

past. The Interim Clerk suggested getting three quotes and for a decision to appoint an internal auditor to be made at the next meeting based on the quotes received.

It was proposed by Councillor Joyce seconded by Councillor Mrs Hartley and

**UNANIMOUSLY RESOLVED** that to ensure the Council is compliant and following good governance that the Interim Clerk should seek three quotes for Internal Audit Services.

### **45/17 NEXT STEPS FOR INTERIM CLERK**

Council were concerned at the hours currently being worked by the Interim Clerk and it was requested that a breakdown be provided to the Chairman, Councillor Mrs Jordan. Councillors also agreed that they would be willing to carry out some of the duties to help reduce the work-load.

- Councillor Billis agreed to locate the application forms which community groups use to apply for funding from the Community Fund.
- Councillor Pearce would be willing to look at, with a view to updating, the Council's Code of Conduct, Financial Regulations and Standing Orders.
- The Interim Clerk would provide a more detailed financial statement for the next Council Meeting.
- The Interim Clerk would circulate to all councillors the Inventory of Documents received by her from the former Clerk.

### **46/17.1 DATE OF ANNUAL PARISH MEETING**

It was agreed that the Annual Parish Meeting will take place on **Tuesday 30 May at 6.30pm in the Village Hall** and would be followed immediately by an Extra Ordinary Parish Meeting.

As the Annual Parish Meeting is a meeting for the electors Councillors were keen that the community should be made aware of the meeting and it was agreed to produce leaflets advertising the meeting for distribution to all householders in the village. The task of delivering the leaflets would be shared amongst the Councillors. The Chairman, Councillor Mrs Jordan agreed to design an A5 leaflet.

It was agreed that 250 leaflets would be printed by FS 4 S Ltd at a total cost of £4.00 plus VAT. The Interim Clerk would prepare a purchase order.

### **46/17.2 AGENDA ITEMS FOR EXTRA ORDINARY MEETING**

Financial Report from the Interim Clerk.

Appointment of new Parish Clerk.

Appointment of Internal Auditor.

The Meeting closed at 7.55pm.