

**MINUTES OF THE MEETING OF
ELMSTED PARISH COUNCIL ON 11th MAY 2023 HELD IN EVINGTON HALL**

Present: Cllr Burge (Chair) Cllr J Argar
Cllr P Argar Cllr Castle
Cllr Francesconi Cllr Stanley
Cllr Wright

In attendance: The Clerk

		To be actioned by
1.	Election of the Chairman and Vice-Chairman for the Council year 2023-24	
	Cllr J Argar proposed that Cllr Burge be Chairman, Cllr Stanley seconded this. Cllr Burge took the Chair. Cllr Burge proposed that Cllr J Argar be Vice-Chairman, Cllr Francesconi seconded this. Cllr Burge thanked Cllr J Argar for his sterling service as Chairman.	
2.	Completion of the Declaration of Acceptance of Office Form and the Declaration of Pecuniary Interest Form by all Councillors	
	The Councillors completed their Declaration of Acceptance of Office Forms and the Declaration of Pecuniary Interest Forms.	
3.	To receive and approve apologies for absence.	
	No apologies had been received.	
4.	To receive declarations of interest (Disclosable Pecuniary Interests and Other Significant Interests). The nature as well as the existence of any such interest must be declared.	
	There were no declarations of interest.	
5.	To approve the minutes of the meeting held on 9th March 2023	
	The minutes were signed as a true record.	
6.	To discuss matters arising from the above minutes not covered by the agenda.	
	It was agreed that the Parish Council would co-opt Mr R Wright and Mr P Argar to the Council. The Declaration of Acceptance of Office Forms and the Declaration of Pecuniary Interest Forms were completed. Cllr Stanley agreed to investigate the potential for placing a defibrillator on the wall of the barn at Bodsham, near the Notice board. Cllr J Argar is to consider the placement of a defibrillator in Elmsted near the Church.	
7.	To receive a Report from District/County Councillors	
	No responses had been received.	
8.	Public session: To receive questions and comments from the public on any agenda item.	
	There were no members of the public present.	
9.	To confirm eligibility to use the General Power of Competence.	
	The Parish Council was informed that with the Clerk holding a recognised professional qualification (Certificate in Local Council Administration - CiLCA) and the Council now meeting the electoral mandate of having at least two thirds of the council elected, the Parish Council is now eligible to use the General Power of Competence. Resolved That having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, the council adopts the General Power of Competence from 11 th May 2023 until the next relevant Annual Meeting of the Council.	
10.	Appointment and scope of the Internal Auditor.	

	The meeting was circulated with the Clerk's recommendations regarding the Internal Auditor for 2023-24. The Parish Council approved that Mrs Lister should be appointed as the Internal Auditor for 2023-24.	
11.	To review the effectiveness of the system of Internal Controls: Councillors are asked to consider the Statement of Internal Control in support of the Annual Governance Statement.	
	The Parish Council reviewed the effectiveness of the system of Internal Controls.	
12.	<p>Financial matters:</p> <p>a) To approve the following financial documents:</p> <p>i. To receive the end of year accounts</p> <p>ii. To confirm that the Council can certify itself as exempt from the "limited assurance review" and complete the Certificate of Exemption</p> <p>iii. To receive the report from the Internal Auditor</p> <p>iv. To approve the Annual Governance Statement 2022/23, section 1 of the AGAR for the year ending 31 March 2023.</p> <p>v. To consider the Accounting Statements 2022/23 and approve the Accounting Statements 2022/23, section 2 of the AGAR for the year ending 31 March 2023 and the supporting Bank Reconciliation as at 31st March 2023 and the explanation of significant variance from 2021-22 to 2022-23. To ensure the Accounting Statements 2022/23 are signed and dated by the person presiding at the meeting.</p> <p>b) To note/authorise the following:</p> <p>i. To note the Parish Council's financial position, Chair to initial bank statement.</p> <p>ii. To authorise any payments</p>	
	<p>a) To approve the following financial documents:</p> <p>i. To receive the end of year accounts The Parish Council received the end of year accounts.</p> <p>ii. To confirm that the Council can certify itself as exempt from the "limited assurance review" and complete the Certificate of Exemption The Parish Council confirmed that it can certify itself as exempt from the limited assurance review and completed the Certificate of Exemption.</p> <p>iii. To receive the report from the Internal Auditor The Parish Council received the report from the Internal Auditor.</p> <p>iv. To approve the Annual Governance Statement 2022/23, section 1 of the AGAR for the year ending 31 March 2023. The Parish Council approved the Annual Governance Statement 2022/23 and this was completed and signed by the Chairman and the Clerk.</p> <p>v. To consider the Accounting Statements 2022/23 and approve the Accounting Statements 2022/23, section 2 of the AGAR for the year ending 31 March 2023 and the supporting Bank Reconciliation as at 31st March 2023 and the explanation of significant variance from 2021-22 to 2022-23. To ensure the Accounting Statements 2022/23 are signed and dated by the person presiding at the meeting. The Parish Council considered and approved the Accounting Statement 2022/23 and the supporting Bank Reconciliation and explanation of significant variance. The Accounting Statement was signed by the Chairman.</p> <p>b) To note/authorise the following:</p> <p>i. To note the Parish Council's financial position, Chair to initial bank statement. The financial position as at 30th April 2023 was noted and the bank statement initialled.</p> <p>ii. To authorise any payments The Parish Council authorised the payments due.</p>	

13.	To review Financial Regulations, Standing Orders, Asset and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks	
	The Parish Council reviewed the Financial Regulations, Standing Orders, Asset and the Risk Assessment, and confirmed arrangements for insurance cover in respect of all insured risks	
14.	Review of the Council's and/or staff subscriptions to other bodies i.e. KALC/ACRK	
	The Parish Council reviews the Council's subscriptions to other bodies and agreed to continue with KALC and CPRE.	
15.	Review of the Council's complaints procedure;	
	The Parish Council reviewed the Council's complaints procedure. No amendments were necessary.	
16.	Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (<i>see also standing orders 11, 20 and 21</i>);	
	The Parish Council reviewed its policies procedures and practices in respect to its obligations under the freedom of information and data protection legislation. No amendments were necessary.	
17.	Review of the Council's policy for dealing with the press/media;	
	The Parish Council reviewed its policy for dealing with the press/media. No amendments were necessary.	
18.	Review of the Council's employment policies and procedures;	
	The Parish Council reviewed its employment policies and procedures. No amendments were necessary.	
19.	To consider any changes to the Risk Assessment.	
	The Parish Council considered any changes to the Risk Assessment. No amendments were necessary.	
20.	Planning matters: to approve the responses to any recent planning applications.	
	There had been two applications received and there were no objections to either application.	
21.	Any Other Business (for information purposes only):	
	The parking at the school had freed up some space. The Parish Council is to request some reassurance from the Head teacher that new parents will be advised of the parking limitations in September. A car has been reported as it has been left at Elmsted Church for some weeks.	
22.	Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.	
	Thursday 14 September 2023 Thursday 14 December 2023 Thursday 14 March 2024 Thursday 9 May 2024	
23.	Date of next meeting	
	14 th September 2023	
24.	Resolution to exclude the public	
	It was resolved that under section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, because of the confidential nature of the business to be dealt with, the Public and Press leave the meeting during item 25	

	namely to approve a scale point for the Clerk's pay.	
25.	To approve a scale point for the Clerk's pay	
	The Parish Council agreed that the Clerk should be placed on SCP 18, back dated to April 2022.	

Signed:

Date: