

**MINUTES OF THE MEETING OF
ELMSTED PARISH COUNCIL ON 11th MARCH 2021 HELD VIA SKYPE**

Present: Cllr Argar (Chair) Cllr Francesconi
Cllr Phipps Cllr Stanley

In attendance: The Clerk and District Cllr J Hollingsbee

		To be actioned by
1.	Election of the Chairman and any Vice-Chairman for the Council year 2021-22	
	Cllr Francesconi proposed Cllr Argar to stand as Chairman, Cllr Stanley seconded this. Cllr Argar took the Chair. Cllr Francesconi proposed Cllr Burge as Vice Chairman, Cllr Stanley seconded this.	
2.	Completion of the Declaration of Acceptance of Office Form by Chairman	
	Cllr Argar signed the declaration of acceptance of office form.	
3.	To receive and approve apologies for absence.	
	Apologies had been received from Cllr Bevan, Burge and Castle.	
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 11th March 2021	
	The minutes were signed as a true record.	
6.	To discuss matters arising from the above minutes not covered by the agenda.	
	Cllr Carey had reported that the finger post sign is back up. Thorn Lane sign has been requested but these are printed in a batch so may take some time.	
7.	To receive a Report from District/County Councillors	
	A report from Cllr Hollingsbee had been circulated. The election will only be for the Police Commissioner on 6 th May. The County Council election will be on 17 th June.	
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 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. This was accepted and signed by the Chairman.	

10.	Financial matters:																												
	<p>a) To approve the following financial documents:</p> <p>i. To complete the certificate of exemption on the Annual Governance and Accountability Return - To be completed only by smaller authorities where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review The Council agreed to certify itself as exempt, the Chairman signed the Certificate of exemption.</p> <p>ii. To receive the end of year accounts The end of year accounts were received by the Parish Council.</p> <p>iii. To receive the report from the Internal Auditor The Internal Auditors report was received.</p> <p>iv. To approve the Annual Governance Statement 2020/21, section 1 of the AGAR for the year ending 31 March 21 The Annual Governance Statement 2020/21 was completed and approved. The Chairman signed the Annual Governance Statement.</p> <p>v. To consider the Accounting Statements 2020/21 and approve the Accounting Statements 2020/21, section 2 of the AGAR for the year ending 31 March 2021 and the supporting Bank Reconciliation as at 31st March 2021 and the explanation of significant variance from 2019-20 to 2020-21. To ensure the Accounting Statements 2020/21 are signed and dated by the person presiding at the meeting The Parish Council approved the Accounting Statements 2020/21. This was supported by the Bank Reconciliation and the explanation of significant variance. The Chairman signed the Accounting Statement 2020/21.</p> <p>b) To note/authorise the following:</p> <p>i. To note the Parish Council's financial position. The Parish council bank account has £16,515.92</p> <p>ii. To authorise any payments The Parish Council authorised the payments to be made:</p> <table border="1" data-bbox="228 1357 1449 1883"> <tr> <td>000388</td> <td>Kent Association of Local Councils</td> <td>£205.51</td> </tr> <tr> <td>000389</td> <td>BHIB Ltd</td> <td>£260.22</td> </tr> <tr> <td>000390</td> <td>S Lister</td> <td>£ 30.00</td> </tr> <tr> <td>000391</td> <td>CPRE</td> <td>£ 36.00</td> </tr> <tr> <td>000392</td> <td>Evington Hall</td> <td>£200.00</td> </tr> <tr> <td>000393</td> <td>Hastingleigh PC</td> <td>£145.00</td> </tr> <tr> <td>000394</td> <td>T Block</td> <td>£726.52</td> </tr> <tr> <td>000395</td> <td>HMRC</td> <td>£181.40</td> </tr> <tr> <td>000396</td> <td>T Block</td> <td>£ 73.25</td> </tr> </table> <p>iii. To consider what the additional funds may be spent on: It was proposed that the Parish Council should negotiate the purchase of a piece of land at the Village Hall. Cllr Francesconi is discussing this with the estate managers. This is to be discussed at the next meeting once Cllr Francesconi has received a response.</p>	000388	Kent Association of Local Councils	£205.51	000389	BHIB Ltd	£260.22	000390	S Lister	£ 30.00	000391	CPRE	£ 36.00	000392	Evington Hall	£200.00	000393	Hastingleigh PC	£145.00	000394	T Block	£726.52	000395	HMRC	£181.40	000396	T Block	£ 73.25	
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11.	To review Financial Regulations, Standing Orders, Asset Register and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks	
	The Parish Council reviewed its Financial Regulations, Standing Orders, Asset Register and Risk Assessment were reviewed and the arrangements were insurance cover were all approved.	
12.	Review of the Council's and/or staff subscriptions to other bodies ie KALC	
	The Parish Council reviewed the subscription to KALC and CPRE. These will be renewed again this year.	
13.	Review of the Council's complaints procedure	
	The Parish Council reviewed its complaints procedure. This was approved with no changes.	
14.	Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information (see also standing orders 11, 20 and 21)	
	The Parish Council reviewed the Council's policies, procedures and practices in respect of its obligations under freedom of information. This was approved with no changes.	
15.	Review of the Council's policy for dealing with the press/media	
	The Parish Council reviewed the Council's policy for dealing with the press/media. This was approved with no changes.	
16.	Review of the Council's employment policies and procedures	
	The Parish Council reviewed the Council's employment policies and procedures. This was approved with no changes.	
17.	To consider any changes to the Risk Assessment.	
	No changes were to be made.	
18.	Planning matters: to approve the responses to any recent planning applications.	
	A Planning applications had been received: 21/0579/FH – External alterations of the annexe out-building Annexe, Dawlton Farmhouse, Whatsole Street TN25 5JW No comments were received.	
19.	Any Other Business (for information purposes only):	
	There was no other business to be discussed.	
20.	Date of next meeting - 9th September 2021 at the Evington Hall	
	Thursday 9 September 2021 Thursday 9 December 2021 Thursday 10 March 2022 Thursday 12 May 2022	
	The meeting closed at 17.30pm	

Signed:

Date: