

**MINUTES OF THE MEETING OF
ELMSTED PARISH COUNCIL ON 9th May 2019**

Present: Cllr Argar (Chair) Cllr Bevan
Cllr Burge Cllr Castle
Cllr Francesconi Cllr Phipps
Cllr Stanley

		To be actioned by
1	Election of the Chairman and any Vice Chairman for the Council year 2019-20	
	Cllr Phipps proposed that Cllr Argar be elected as Chairman, Cllr Burge seconded this nomination. Cllr Argar proposed Cllr Burge be elected as Vice-Chairman, Cllr Francesconi seconded this proposal.	
2	Completion of the Declaration of Acceptance of Office Forms and the Declaration of Pecuniary Interest Forms	
	The Councillors completes and signed the Acceptance of Office Forms and the Proper Officer witnessed the declarations. The Councillors completed the Declarations of Acceptance of Office Forms.	
3	Apologies	
	Apologies for absence had been received from Cllrs Carey and Hollingsbee and from Mrs Homer.	
4	Declaration of Interest	
	Cllr Phipps declared a pecuniary interest in the planning application – Y19/0335.	
5	Minutes of the last meeting and matters arising	
	The minutes of the last meeting were agreed and signed.	
6	Matters Arising	
	The sign post has been straightened at the bottom of Elchin Hill. Some of the pot-holes have been filled and the rough patch at the top of Elchin Hill has been reported but will be re-reported by Cllr Argar.	
7	District/County Councillors	
	There were no reports to receive.	
8	Public session	
	There were no members of the public present.	
9	Finances	
	<p>a. To approve the following financial documents:</p> <p>i. To receive the end of year accounts <i>The end of year accounts were circulated and approved.</i></p> <p>ii. To agree and complete the Certificate of Exemption - 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 Parish Council has an annual gross income and gross expenditure of less than £25,000, therefore, a certificate of exemption was completed and will be returned to the External Auditor, the process of exempt Parish Councils will then be followed.</p> <p>iii. To receive the report from the Internal Auditor. <i>The Internal Auditors Report was received with no comments.</i></p> <p>iv. To approve the Annual Governance Statement 2018/19 by Resolution <i>The Parish Council resolved to approve the Annual Governance Statement 2018/19</i></p> <p>v. To consider the Accounting Statements 2018/19</p>	

The Parish Council considered the Accounting Statement 2018/19

- vi. To approve Accounting Statements 2018/19 by resolution
The Parish Council resolved to approve the Accounting Statements 2018/19
- vii. To ensure the Accounting Statements 2018/19 are signed and dated by the person presiding at the meeting
The Accounting Statements 2018/19 were signed and dated by the Chairman.

b. To note/authorise the following:

i. To note the Parish Council's Financial position

The Parish Council bank balance as at 30/04/2019 was £1745.87 with uncleared cheques totalling £107.20.

ii. To authorise any payments

Cheque No:	Payee	Amount
000367	CPRE	£ 36.00
000368	KALC – Annual Membership	£181.27
000369	Mrs J Smallwood – Internal Audit	£ 35.00
000370	Evington Hall – Hall Hire	£200.00
000371	Hastingleigh Parish Council – upkeep of the Football Field	£145.00
000372	BHIB Ltd - Annual insurance	£255.59
000373	HMRC	£181.40
000374	T Block – Annual wage and expenses	£800.44

A copy of the budget v expenditure was distributed to all Councillors.

10 To review the Financial Regulations, Standing Orders, Asset Register and the Risk Assessment, and confirm any arrangements for insurance cover in respect of all insured risks

The Parish Council reviewed the Financial regulations, Asset Register and Risk Assessment and adopted the new Standing Orders.

11 To review the effectiveness of the system of Internal Controls

The Parish Councillors considered the effectiveness of the system of internal control. The internal controls are maintained and properly recorded. The Internal and External Auditors Reports are circulated and points raised are addressed.

12 Review of the Council's and/or staff subscriptions to other bodies, ie KALC

The Parish Council reviewed its subscription to KALC and agreed that it is very happy to continue with its membership.

13 Review of the Council's Complaints Procedure

The Parish Council reviewed the Complaints procedure and agreed no changes are necessary.

14 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);

The Parish Council reviewed the Freedom of Information policy and agreed that no changes were necessary at this time. The Clerk circulated the Data Audit.

15 Review of the Council's policy for dealing with the press/media

The Council reviewed its policy for dealing with the press/media and agreed no changes were necessary at this time.

16 Review of the Council's employment policies and procedures

The Council reviewed its employment policy and agreed no changes were necessary at this time.

17 To consider any changes to the Risk Assessment

There were no changes to be made to the Risk Assessment

18	Planning Matters	
	19/0335 Extension No objections were raised to this application. It was noted that work is now underway on Westford.	
19	Any Other Business	
	Potholes continue to be an issue. Everyone is encouraged to report these.	
20	Dates of the Forthcoming Meeting:	
	Thursday 12 th September 2019 Thursday 12 th December 2019 Thursday 12 th March 2020 Thursday 14 th May 2020	
21	Date of the next meeting:	
	The next meeting will be held on Thursday September 12 th 2019. The APM will be on 28 th May 2019	
	The meeting closed at 8.20pm	

Signed:

Date: