

**MINUTES OF THE MEETING OF  
ELMSTED PARISH COUNCIL ON 14<sup>th</sup> MAY 2020 HELD VIA SKYPE**

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

In attendance: The Clerk

		To be actioned by
<b>1</b>	<b>Election of the Chairman and any Vice-Chairman for the Council year 2019-20</b>	
	Cllr Castle proposed Cllr Argar be elected as Chairman, Cllr Burge seconded this proposal and Cllr Argar took the Chair. Cllr Argar proposed that Cllr Burge be elected as Vice Chairman and Cllr Castle seconded this proposal.	
<b>2</b>	<b>Completion of the Declaration of Acceptance of Office Form by all Councillors</b>	
	Cllr Argar completed the Declaration of Acceptance of Office form as Chairman to the Parish Council	
<b>3</b>	<b>To receive and approve apologies for absence</b>	
	Apologies for absence had been received from Cllr Bevan.	
<b>4</b>	<b>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.</b>	
	There were no declarations of interest.	
<b>5</b>	<b>To approve the minutes of the meeting held on 12<sup>th</sup> March 2020.</b>	
	The minutes of the last meeting were agreed and signed.	
<b>6</b>	<b>To discuss matters arising from the above minutes not covered by the agenda.</b>	
	The rough patch at the top of Elchin Hill reported a number of times by Cllr Argar has still not been repaired. The new directional sign to Elmsted has not arrived as yet at the Thorn Lane junction as discussed with Cllr Carey at the last meeting. Cllr Burge asked if a Governor had yet been found, the Clerk did not know.	
<b>7</b>	<b>Report from District/County Councillors</b>	
	No reports from Councillors had been received.	
<b>8</b>	<b>Public session: To receive questions and comments from the public on any agenda item.</b>	
	There were no members of the public present.	
<b>9</b>	<b>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.</b>	
	The Cllrs considered the Statement of internal Controls and approved the adoption and signing of this Statement.	
<b>10</b>	<b>Financial matters:</b>	
	a) To approve the following financial documents: i. To receive the end of year accounts The Councillors received and approved the end of year accounts. ii. To confirm that the Council can certify itself as exempt from the "limited assurance review" and complete the Certificate of Exemption	

The Council confirmed that it can certify itself as exempt from the limited assurance review and the Chairman signed the Certificate of Exemption.

iii. To receive the report from the Internal Auditor

The Councillors had been circulated with copies of the Internal Auditors reports and these were approved.

iv. To approve the Annual Governance Statement 2019/20, section 1 of the AGAR for the year ending 31 March 2020.

The Council completed and approved the Annual Governance Statement, section 1 of the AGAR for the year ending 31 March 2020 and the Chairman signed this statement.

v. To consider the Accounting Statements 2019/20 and approve the Accounting Statements 2019/20, section 2 of the AGAR for the year ending 31 March 2020 and the supporting Bank Reconciliation as at 31<sup>st</sup> March 2020 and the explanation of significant variance from 2018-19 to 2019-20. To ensure the Accounting Statements 2019/20 are signed and dated by the person presiding at the meeting

The Council considered and approved the Accounting Statement 2019/20, section 2 of the AGAR for the year ending 31<sup>st</sup> March 2020 and the supporting Bank reconciliation and explanation of significant variance.

b) To note/authorise the following:

i. To note the Parish Council's financial position, Chair to initial bank statement.

Due to the current Pandemic situation, the Clerk is yet to receive a bank statement so no financial statement had been produced, a statement and budget over expenditure will be circulated as soon as possible.

ii. To authorise any payments

Cheque No:	Payee	Amount
000378	Evington Hall	£200.00
000379	KALC	£203.14
000380	CPRE	£ 36.00
000381	BHIB Ltd – Insurance	£257.50
000382	J Smallwood – Internal Audit	£ 35.00
000383	Hastingleigh PC – upkeep of the field	£145.00
000384	Mrs T Block – salary for 2019-20	£726.52
000385	HMRC	£181.40
000386	Clerks Expenses	£ 73.25

<b>11</b>	<b>To review Financial Regulations, Standing Orders, Asset and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks</b>	
	The Council reviewed and approved the Financial Regulations, Standing Orders, Asset Register and Risk Assessments and confirm arrangements for insurance cover in respect of all insured risks.	
<b>12</b>	<b>Review of the Council's and/or staff subscriptions to other bodies ie KALC/ACRK</b>	
	The Council reviewed it subscriptions to KALC and CPRE.	
<b>13</b>	<b>Review of the Council's complaints procedure</b>	
	The Council reviewed and approved the Complaints procedure.	
<b>14</b>	<b>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);</b>	
	The Council reviewed and approved its 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).	

<b>15</b>	<b>Review of the Council's policy for dealing with the press/media</b>	
	The Council reviewed and approved its policy for dealing with the press/media	
<b>16</b>	<b>Review of the Council's employment policies and procedures</b>	
	The Council reviewed and approved its employment policies and procedures	
<b>17</b>	<b>To consider any changes to the Risk Assessment.</b>	
	There were no changes to be made to the Risk Assessment.	
<b>18</b>	<b>Planning matters: to approve the responses to any recent planning applications.</b>	
	There had been 2 applications – Maxted Street, neighbours had been asked and no objections were raised. Little Holt – single storey/garden wall – no objections were raised.	
<b>19</b>	<b>Any Other Business (for information purposes only):</b>	
	Cllr Burge and Stanley agreed to progress the website over the next few months. The Clerk is to send them the contact details for Cantium to see if they can migrate the website over.	
<b>20</b>	<b>Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.</b>  Thursday 10 September 2020 Thursday 10 December 2020 Thursday 11 March 2021 Thursday 13 May 2021	
<b>21</b>	<b>Date of next meeting – 10<sup>th</sup> September 2020</b>	
	The meeting closed at 8.05pm	

Signed: .....

Date: .....