



# Waldringfield

## Parish Council

Parish Clerk: Rebecca Todd  
5 St. George's Terrace, Church Road,  
Felixstowe, Suffolk IP11 9ND  
E: [pc.waldringfield@googlemail.com](mailto:pc.waldringfield@googlemail.com)  
T: 01394 271551  
[www.waldringfield.onesuffolk.net/parishcouncil](http://www.waldringfield.onesuffolk.net/parishcouncil)

### **1739 Minutes of the Annual Parish Council Meeting held on Tuesday 14<sup>th</sup> May 2019 (7.30pm)**

**In attendance:** Councillors Kay, Elliot, Gold, Archer, Reid and Matheson

Also in attendance for part of the meeting were: SCC Councillor O'Brien, ESDC Richard Kerry and 12 members of the public

**Clerk:** Rebecca Todd

1. **ELECTION OF CHAIR** and declarations of acceptance of office – Cllr Reid proposed Cllr Kay as Chair, seconded by Cllr Elliot and **AGREED** by all. Cllr Kay **declared office**. All councillors signed a declaration of office form.
2. To **MOVE** the suspension of **Standing Order 5j** (Content and Order of Business at the Annual Meeting) – to enable policies and similar items to be reviewed in detail later in the year. **AGREED** by all.
3. **REGISTER OF INTERESTS** – councillors were reminded to review and update the new online register of interests. Cllrs Reid, Archer, Gold and Elliot have not received automated links to update their online register of interests; the Clerk will investigate.
4. **ELECTION OF VICE-CHAIR** – Cllr Videlo had filled this position but has now stepped down from the Parish Council. Cllr Kay voiced his appreciation for Cllr Videlo's many years of hard work. Due to Cllr Lyon's absence, the election of a Vice-Chair was deferred.
5. To **RECEIVE** apologies – Cllr Lyon (illness).
6. To **RECEIVE** reports and **APPROVE** the end of year accounts, as at 31/03/2019 – it was resolved to accept the end of year financial position and the Asset Register, proposed by Cllr Kay, seconded by Cllr Gold and **AGREED** by all. Accounts signed by Chair and Clerk/RFO.
7. To **RECEIVE** and **APPROVE** the report of the Internal Auditor for 2018/2019 – after discussion, it was resolved to **APPROVE** the report; proposed by Cllr Elliot, seconded by Cllr Archer and **AGREED** by all.
8. To **REVIEW** and **APPROVE** the Internal Control Statement for the year ending 31<sup>st</sup> March 2019, with a view to completing an annual report later in the year – it was resolved to **APPROVE** the Internal Control Statement, **AGREED** by all and signed by the Chair and Clerk/RFO.
9. To **CONFIRM** and **SIGN** the Certificate of Exemption from a limited assurance review (External Audit) under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 – **AGREED** by all and signed by the Chair and Clerk/RFO.
10. To **APPROVE** the Annual Return 'Section 1 Annual – Governance Statement' and 'Section 2 – Annual Accounts' – proposed by Cllr Reid, seconded by Cllr Archer and **AGREED** by all. Completed and signed by Chair and Clerk/RFO.
11. To **CONFIRM** the appointment of the Internal Auditor for 2019/2020 – after consideration of the work of the Internal Auditor, Cllr Gold proposed that Heelis & Lodge be appointed Internal Auditor for the year ending 31<sup>st</sup> March 2020, seconded by Cllr Reid and **AGREED** by all.
12. To **CONFIRM** the bank and building society authorised signatories – Cllrs Kay, Archer and Matheson to remain as signatories; proposed by Cllr Gold, seconded by Cllr Elliot and **AGREED** by all. The Clerk is to check whether Cllr Reid has been established as a signatory, as previously agreed.
13. To **APPROVE** and **ADOPT** the revised Standing Orders – changes were discussed and it was resolved to adopt the revised Standing Orders; proposed by Cllr Kay, seconded by Cllr Matheson and **AGREED** by all.

**1740**

- 14.** To **APPROVE** appointment of Councillors/Officers/Others to particular responsibilities – subject to acceptance by non-councillors, these appointments were proposed en masse by Cllr Kay, seconded by Cllr Elliot and **AGREED** by all.

<b>SALC</b>	Cllr Elliot	<b>Village Hall</b>	Cllr Lyon
<b>Footpaths</b>	Cllr Gold	<b>Tennis Club</b>	Cllr Archer
<b>Tree Warden</b>	Mrs Fisher-Kay	<b>Fairway Committee</b>	Cllrs Gold & Matheson
<b>Flood Defences</b>	Messrs Smith (Flood Warden), Morgan & Lyon (Deputy Flood Wardens)	<b>Playing Field</b>	Cllrs Archer & Reid
<b>Emergency Planning</b>	Cllr Lyon	<b>Church Field</b>	Cllrs Elliot & Gold
<b>Planning Group</b>	Cllrs Elliot, Gold & Matheson	<b>WALGA</b>	Cllr Kay
<b>Parish Liaison</b>	Cllr Kay	<b>Parish Plan</b>	Cllr Elliot
<b>Website Management</b>	Clerk		

It was resolved to discontinue the Community Policing link councillor, as it was felt there is now minimal communication with area policing and councillors can address any situations that arise at meetings of the Parish Council. It was resolved to reduce the number of councillors linked to the Parish Plan.

- 15.** To **CONFIRM** the appointment of the Clerk and RFO – it was resolved to confirm the appointment of Mrs Rebecca Todd as Clerk and RFO. Proposed by Cllr Kay, seconded by Cllr Elliot and **AGREED** by all.

**The Chair closed the meeting at 8pm.**