



Waldringfield Parish Council

Parish Clerk: Rebecca Todd
5 St. George's Terrace, Church Road,
Felixstowe, Suffolk IP11 9ND
E: pc.waldringfield@googlemail.com
T: 01394 271551
www.waldringfield.onesuffolk.net/parish-council/

1791 Minutes of the Annual Parish Council Meeting held on Tuesday 19th May 2020

In attendance (via video conferencing): Councillors Kay, Elliot, Lyon, Gold, Reid and Archer
Clerk: Rebecca Todd

1. To **ELECT** a Chair and for the Chair to sign a Declaration of Acceptance of Office. Cllr Elliot proposed Cllr Kay, seconded by Cllr Lyon and agreed by all. Cllr Kay was duly elected Chair and signed a Declaration of Acceptance of Office.
2. **REGISTER OF INTERESTS** – councillors to be reminded to review and update the online register of interests. Councillors were duly reminded.
3. To **RECEIVE** apologies for absence – Cllr Matheson.
4. To **ELECT** a vice-chair. At this point in proceedings, Cllr Archer joined the meeting. Cllr Kay proposed Cllr Elliot, seconded by Cllr Archer and agreed by all. Cllr Elliot was duly elected Vice-Chair.
5. To **RECEIVE** reports and **APPROVE** the end of year accounts, as at 31/03/2020. It was resolved to accept the end of year financial position, proposed by Cllr Kay, seconded by Cllr Gold and approved by all.
6. To **RECEIVE** and **CONSIDER** the report of the Internal Auditor for 2019/20. The report of the Internal Auditor for 2019/20 was considered, and councillors acknowledged the recommendation to establish earmarked reserves. All councillors resolved to approve the report.
7. To **CONSIDER** and **APPROVE** the Annual Governance Statement of the Annual Governance and Accountability Return 2019/20 Part 2. At this point in proceedings, Cllr Reid joined the meeting. Councillors considered the assertions and Cllr Kay proposed acceptance of the completed statement, seconded by Cllr Gold and approved by all. The document was signed by Cllr Kay and the Clerk.
8. To **APPROVE** the Annual Accounting Statements of the Annual Governance and Accountability Return 2019/20 Part 2. It was resolved to approve the Annual Accounting Statements, with acceptance proposed by Cllr Kay, seconded by Cllr Archer and agreed by all. The document was signed by the Clerk, as Responsible Financial Officer, and Cllr Kay.
9. To **RESOLVE** that, for 2019/20, Waldringfield Parish Council meets the criteria to be declared exempt from a limited assurance review, and to **SIGN** the Certificate of Exemption. After consideration, all councillors resolved that Waldringfield Parish Council meets the criteria to be declared exempt from a limited assurance review and Cllr Kay and the Clerk, as Responsible Financial Officer, signed the Certificate of Exemption.
10. To **CONFIRM** the appointment of the Internal Auditor for 2020/21. After consideration of the work of the Internal Auditor, all councillors resolved that Heelis & Lodge be appointed Internal Auditor for the year ending 31st March 2021.
11. To **CONFIRM** the bank and building society authorised signatories (this will include the new Unity Trust online account). The Ipswich Building Society account signatories were confirmed as Cllrs Kay, Archer and Matheson, with Cllr Reid to be added. Due to the account being considered dormant, councillors will need to visit the building society with proof of identification. The Barclays account signatories were confirmed as Cllrs Kay, Archer, Reid and Matheson. For the new Unity Trust account, the account signatories will be Cllrs Kay, Archer and Reid.
12. To **REVIEW** and **ADOPT** Standing Orders and Financial Regulations. After review, Cllr Reid proposed to adopt Standing Orders and Financial Regulations, seconded by Cllr Gold and approved by all councillors.
13. To **APPROVE** appointment of Councillors/Officers/Others to particular responsibilities.

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1	SALC (Cllr Elliot)	2	Footpaths (Cllr Gold)
3	Tree Warden (Christine Fisher Kay)	4	Flood Defences (John Smith, Tony Lyon, 1 Vacancy*)
5	Emergency Planning (Cllr Lyon)	6	Planning Group (Cllr Elliot, Cllr Gold, 1 Vacancy)
7	Parish Liaison (Cllr Kay)	8	Web Site Management (Clerk)
9	Village Hall (Cllr Lyon)	10	Tennis Club (Cllr Archer)
11	Fairway (Cllr Gold, TBC)	12	Playing Field (Cllr Reid, Cllr Archer)
13	Church Field (Cllr Elliot, Cllr Gold)	14	WALGA (Cllr Kay)
16	Beach (TBC)	17	Notice boards (Cllr Kay, Cllr Archer)

*Cllr Lyon to ask Jon Wilkins.

Subject to acceptance by non-councillors, these appointments were proposed en masse by Cllr Kay, seconded by Cllr Elliot and agreed by all.

14. 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 Elliot, seconded by Cllr Archer and approved by all.

The Chair closed the meeting at 18.42pm.