



Waldringfield Parish Council

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1857 Minutes of the Annual Parish Council Meeting held on Tuesday 4th May 2021

In attendance (via video conferencing): Councillors Kay, Elliot, Lyon, Reid, Archer, Quick, Doyle and Beaumont

Clerk: Rebecca Todd

1. To **ELECT** a Chair and for the Chair to sign a Declaration of Acceptance of Office. Cllr Reid proposed Cllr Kay, which was seconded by Cllr Elliot and agreed by all councillors. 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. Apologies were received from Cllr Gold and SCC Cllr O'Brien.
4. To **ELECT** a vice-chair. Cllr Reid proposed Cllr Elliot, seconded by Cllr Lyon and agreed by all councillors. Cllr Elliot was duly elected Vice-Chair.
5. To **RECEIVE** reports and **APPROVE** the end of year accounts, as at 31/03/2021. It was resolved to accept the end of year financial position, proposed by Cllr Kay, seconded by Cllr Elliot and approved by all councillors.
6. To **RECEIVE** and **CONSIDER** the report of the Internal Auditor for 2020/21. The report of the Internal Auditor for 2020/21 was considered. No additional comments or recommendations were made by the auditor. Cllr Reid proposed approval of the report, seconded by Cllr Elliot and agreed by all councillors. The Clerk thanked Heelis & Lodge for their efficiency.
7. To **CONSIDER** and **APPROVE** the Annual Governance Statement of the Annual Governance and Accountability Return 2020/21 Part 2. Councillors considered the assertions and Cllr Elliot proposed acceptance of the completed statement, seconded by Cllr Lyon and approved by all councillors. The document was signed by Cllr Kay and the Clerk.
8. To **APPROVE** the Annual Accounting Statements of the Annual Governance and Accountability Return 2020/21 Part 2. It was resolved to approve the Annual Accounting Statements, with acceptance proposed by Cllr Kay, seconded by Cllr Elliot and agreed by all councillors. The document was signed by the Clerk, as Responsible Financial Officer, and Cllr Kay.
9. To **RESOLVE** that, for 2020/21, 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 2021/22. 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 2022.
11. To **CONFIRM** the bank and building society authorised signatories. The Unity Trust account signatories were confirmed as Cllrs Kay, Archer, Reid and Elliot. The Barclays account signatories were confirmed as Cllrs Kay, Archer and Reid. The Ipswich Building Society account signatories were confirmed as Cllrs Kay, Archer and Reid.
12. To **REVIEW** and **ADOPT** Standing Orders and Financial Regulations. After review, Cllr Kay proposed to adopt Standing Orders and Financial Regulations, seconded by Cllr Elliot and approved by all councillors.
13. To **APPROVE** appointment of Councillors/Officers/Others to particular responsibilities. The following areas of responsibility were filled, with approval by all councillors:

1 SALC (Cllr Elliot)	2 Footpaths (Cllr Gold)
3 Tree Warden (Christine Fisher Kay)	4 Flood Defences (John Smith, Tony Lyon & John Wilkins)
5 Emergency Planning (Cllr Lyon)	6 Planning Group (Cllrs Elliot, Gold & Beaumont)
7 Parish Liaison (Cllr Kay)	8 Web Site Management (The Clerk)
9 Village Hall (Cllr Lyon)	10 Tennis Club (Cllrs Archer & Doyle)
11 Fairway (Cllrs Gold & Reid)	12 Playing Field (Cllrs Reid, Archer & Doyle)

Waldringfield Parish Council

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| 13 | Church Field (Cllrs Elliot & Gold) | 14 | WALGA (Cllr Kay) |
| 15 | Beach (Cllrs Gold, Doyle & Quick) | 16 | Noticeboards (Cllrs Kay & Archer) |
| 17 | Village Sign (Cllr Lyon) | 18 | Climate & Biodiversity Coordinator (Cllr Doyle) |

- 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 Kay, seconded by Cllr Elliot and approved by all.

The Chair closed the meeting at 7.03pm.