



**1543 Minutes of the Annual Parish Council Meeting held on Tuesday 13 May 2014**

**Present:** Councillors Kay, Videlo, Matheson, Elliot, Archer, and Gold.

1. **Election of Chairman:** Cllr Ian Kay proposed by Cllr Videlo, seconded by Cllr Archer, all agreed. Cllr Ian Kay **declared office.**
2. **Register of Interests:** The Clerk reminded councillors of their obligation to update their register entries both in paper form and on-line as and when any changes in their declarable interests arise.
3. **Election of Vice-Chairman:** Cllr Alyson Videlo proposed by Cllr Archer, seconded by Cllr Gold, all agreed.
4. **Apologies for absence** received from Cllrs Rayner, Winship and Reid, and SCC and SCDC Cllr O'Brien.
5. **Report and Approval of End of Year Accounts 31/03/2014.** It was resolved to accept the end of year financial position, proposed by Cllr Kay, seconded by Cllr Videlo, all agreed. Accounts signed by Chairman and Clerk/RFO.
6. **To Review Standing Orders and Financial Standing Orders.** **Standing Orders** had been reviewed 14 May 2013 and updated 11 June 2013. No further changes required. **Financial Standing Orders** – reviewed 14 May 2013. New Model Financial Regulations recently published and distributed to councillors for comment. Clerk recommended informal adoption of MFR, subject to finalisation, alongside continued formal use of current FSO. **REVIEWED** and All Agreed.
7. **To approve Annual Return for year ended 31 March 2014,** Section 1 Accounts, Section 2 Annual Governance Statement completed and approved, which also included approval of the Fixed Asset Register valuation. Proposed by Cllr Kay, seconded by Cllr Videlo, all agreed. Completed and signed by the Chairman and Clerk/RFO.
8. **To confirm/re-confirm appointment of Internal Auditor.** Cllr Videlo proposed that Heelis & Lodge be appointed Internal Auditor for year ending 31 March 2015. Seconded by Cllr Archer, all agreed.
9. **To confirm/re-confirm bank and building society authorised signatories** Cllrs Kay, Archer and Matheson, any 2 of 3. Proposed by Cllr Videlo, seconded by Cllr Elliot, all agreed, bar signatories, who abstained from voting.
10. **Appointment of Councillors/Officers/Others to particular responsibilities** was **resolved** as follows:
  - 1 SALC – Clerk/Cllr Winship (East Area Only)
  - 2 Footpaths – Cllr Gold
  - 3 Tree Warden – Mrs C Fisher-Kay
  - 4 Flood Defences – Mr John Smith, Flood Warden and Mr Tony Lyon, Deputy Flood Warden (subject to acceptance).
  - 5 Emergency Planning and Flood Warden Liaison – Cllr Winship
  - 6 Planning Group – Cllrs Rayner, Matheson and Gold
  - 7 Community Policing – Cllr Rayner
  - 8 Parish Liaison – Cllr Kay
  - 9 Web Site Management – Cllr Videlo/Clerk
  - 10 Village Hall – Cllr Rayner
  - 11 Tennis Court Trust – Cllr Archer
  - 12 Fairway – Cllrs Gold and Matheson
  - 13 Playing Field – Cllrs Archer and Reid
  - 14 Church Field – Cllrs Gold and Elliot
  - 15 WALGA – Cllr Kay
  - 16 Parish Plan – Cllrs Elliot, Reid, Kay, Rayner, Videlo and Mrs R Erskine, Mrs B Reid & Mrs C Lyon

**STATUS : DRAFT UNTIL SIGNED**

CHAIRMAN.....I Kay.....DATE: 10/06/2014

## WALDRINGFIELD PARISH COUNCIL

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- 17 Village Safety Group – Cllrs Kay, Videlo, Gold, Reid and Mrs H Earle, Mr R Crawley and Mrs S Wood

These appointments were proposed by Cllr Elliot seconded by Cllr Gold, all agreed.

11. **It was resolved** to re-appoint Mr David Lines as **Clerk and RFO**. Conditions of service as per Contract agreed at PC Meeting on 9 October 2012. Proposed by Cllr Videlo, seconded by Cllr Kay, all agreed.
12. **It was resolved** to re-appoint Mr Roy Lord as the Contractor **Handyman** at the current rate of £8.00 per hour for 1 hour per week plus other odd jobs as necessary at the same rate. Proposed by Cllr Archer, seconded by Cllr Kay, all agreed.

The Clerk/RFO and Handyman's rates of pay to be reviewed in September

**The Chairman closed the Meeting at 8.05 pm.**

STATUS : DRAFT UNTIL SIGNED

CHAIRMAN.....I Kay DATE: 10/06/2014.