

Ashfield-cum-Thorpe Parish Council

Minutes of the Annual Parish Council meeting held on Tuesday 28th June 2016 at the Village Hall, The Street, Ashfield-cum-Thorpe

Present: Chr Geoff Hazlewood, Cllr Ruth Hart, Cllr Simon Garrett, Cllr Anne Langley and Cllr Myles Hanson

Attendance: Matthew Hicks (District and County Councillor)

1. Apologies for Absence

- Cllr Robert Grimsey

2. Declarations of interests/dispensations received

- None

3. Approval of minutes from previous meeting and matters arising

- Minutes of the Annual meeting of the Parish Council meeting held on 27th April 2016 were received. The minutes were then approved as a true record of the meeting. The Chair signed the minutes.
- The minutes for the Annual Parish Meeting also held on the 27th April were received and noted. These would be tabled for approval at the next Annual Parish Meeting.
- There were no matters arising

4. Public Forum

- None

5. Reports

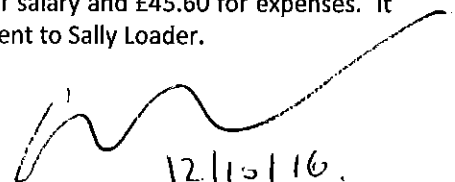
- Councillor Matthew Hicks delivered his report to the meeting. Questions were raised about how the County Council decided which roads should be resurfaced / repaired. Councillor Hicks explained that people could report potholes and damage on the County Council's website and encouraged people to do otherwise repairs would be carried out on a cyclical basis. Councillor Hicks also highlighted changes to the opening hours for Waste Recycling sites which would now be open longer on weekends and bank holidays but would now be closed on Wednesday. This was in response to public consultation.

6. Annual Governance Statement

- A draft of the annual governance statement was presented to the meeting. The Council considered the statements and the answers thereto. The Council noted that it did not consider that it had in place sufficient arrangements for effective financial management nor had sufficient controls in place to manage financial risks. The Council intended to rectify this by the appointment in due course of a new Clerk who would fulfil the role of Responsible Financial Officer and by updating banking details with Barclays Bank Plc
- It was noted that the Council had not updated its risk assessment since May 2015. A copy of the Risk Assessment dated 21st May 2014 was presented to the meeting and considered by the Council. It was agreed no changes were required and the assessment was adopted by the Council. Chr Hazlewood signed the Risk Assessment.
- The Annual Governance Statement was approved and signed

7. Finance

- Cllr Garrett had obtained an up to date bank statement which was presented to the meeting
- Attempts to change the bank details and mandates had failed. Chr Hazlewood would attempt to visit Barclays again.
- Payments were due to Sally Loader (previous clerk) of £448.76 for salary and £45.60 for expenses. It was resolved to approve these payments and for a cheque to be sent to Sally Loader.


12/10/16.

8. To complete the annual statement of accounts

- Draft accounts were produced to the meeting and considered by the Council.
- It was noted that the accounts, once approved would be forwarded to Don Hughes who would conduct the internal audit before being forwarded on to BDO who would carry out the external audit.
- The accounts were approved. It was noted that the accounts should be available for inspection by the public and formal notice should be given on the village website and notice board. It was agreed that formal notice would be given.
- Chr Hazlewood would forward the accounts and annual governance statement to the internal auditor before forwarding the necessary paperwork to BDO.

9. Annual Review of Documents for publication under the Transparency Code

It was noted that the following documents should be published on the Village website.

- a) all items of expenditure above £100
- b) end of year accounts
- c) annual governance statement
- d) internal audit report
- e) list of councillor responsibilities
- f) details of public land and building assets
- g) minutes, agendas and meeting papers of formal meetings (no later than one month following meeting)

10. To consider the appointment of a new clerk

As at the date of the meeting there had been one expression of interest but the candidate had withdrawn.

11. Correspondence

Nothing of note had been received.

12. Matters to be considered at next meeting

None were raised

13. Any other business

None

14. Date of Next Meetings

12th October 2016,
11th January 2017 (to consider precept) and
10th May 2017 (Annual meeting).

X

Chairman
Mr G Hazlewood

12/10/16