

**WEYBREAD PARISH COUNCIL**

**Minutes of the Annual Meeting of Weybread Parish Council held in the Village Hall on Tuesday 17 May 2022 at 19.30**

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|---|--|-----------------------|
| <b>1 Election of Chair</b>  | It was proposed that Mr Gibbs be appointed as Chair. All Agreed. Declaration of acceptance of office was signed  | <b>Cllr Gibbs</b>     |
| <b>2 Election of Vice</b>   | It was proposed that Mrs Hardy be appointed as Vice Chair. All Agreed. Declaration of acceptance of office was signed  | <b>Chair</b>          |
| <b>3 Delivery of Acceptance of Office forms.</b>                  | Signed forms were retained by the Clerk  | <b>Clerk</b>          |
| <b>4 Attendees</b>  |  |                       |
| <b>From the Council</b>   | Mr G Gibbs (Chair)<br>Mrs S Hardy (Vice Chair)<br>Mrs J Blair<br>Mrs S Middleton<br>Mrs A Pickess<br>Mr G Tibbenham<br>Mrs L Hadingham (MSDC)<br>Mr P Gould (SCC)<br>Alistair Besly [Clerk]  |                       |
| <b>From the Public</b>  | 1  |                       |
| <b>5 Apologies</b>  | Mr C Jordan  |                       |
| <b>6 Declaration of Interest</b>                                  | None   |                       |
| <b>7 Public Speaking</b>  | None   | <b>Chair</b>          |
| <b>8 Confirmation of Minutes</b>                                  | To approve and sign the Minutes of the Parish Council meeting on 15 March 2022 and the Extra meetings on 4 April 2022 and 5 May 2022<br><br>It was proposed that the Minutes of the Parish Council meeting on 15 March 2022 and the Extra meetings on 4 April 2022 and 5 May 2022 be signed as correct records. <b>All Agreed.</b><br>Mr Gibbs signed the minutes  | <b>Chair</b>          |
| <b>9 County Councillors Report</b>                                | Mr Gould highlighted the increasing use of ANPR Traffic Cameras but the application for a site requires recent evidence of speeding which Weybread do not have.<br>Flooding: Weybread accounts for 1% of all Suffolk flooding issues which is significant for a small parish. Pear Tree Cottage area has had a drainage engineer to site to review works<br>Mr Gould offered to help with the cost of a Vehicle Activated Sign if the Council would like one | <b>Cllr Gould</b>     |
| <b>10 District Councillor's Report:</b>                           | Circulated. There were no questions  | <b>Cllr Hadingham</b> |
| <b>11 Chair's Report</b>  | Mr Gibbs reported that there has been some work to fill the Clerk's vacancy and asked councillors to stay after the meeting to discuss   | <b>Chair</b>          |
| <b>12 Reminder for Members</b>                                    | to review and update their Register of Interests on the MSDC website   | <b>Chair</b>          |
| <b>13 Review of the Council's end of year accounts including:</b> | Receipts and Payments summary<br>Asset Register<br>Reserves allocation<br>Year end Bank Reconciliation<br><br>The year end accounting documents had been circulated. It was noted that the payment for allotments was incorrectly recorded in pay. It was proposed that pending this alteration, all accounting documents be approved. <b>All Agreed</b><br>Clerk to make changes and update for Audit pack  | <b>Clerk</b>          |
| <b>14 Review of the Councils expenditure incurred under s.137</b> | of the Local Government Act 1972   | <b>Clerk</b>          |

Initials .....  
Chair of the meeting

s137 payments totalled £1,480 which is within the parish limit of £2,254. It was proposed that this be approved. **All Agreed**

**15 Review and Approval of Internal Control Statement** **Clerk**

The Internal Control Statement was reviewed. As there were no questions, it was proposed that this be approved. **All Agreed**

The document was signed by the Clerk and the Chair.

**16 Approve 2020/21 Certificate of Exemption (AGAR part 2 page 3)** **Clerk**

The Certificate of Exemption was reviewed. As there were no questions, it was proposed that this be approved. **All Agreed**

The document was signed by the Clerk and the Chair

**17 Review and approval of Annual Governance and Accounting Review (AGAR)** **Clerk**

The Annual Governance and Accounting Statement was reviewed. It was proposed that this be approved pending the alteration for the allotment payment identified in 13 above. **All Agreed**

**18 Approve Heelis and Lodge audit plan** **Clerk**

The Heelis & Lodge audit plan was reviewed. It was proposed that it be approved. **All Agreed**

**19 Review of delegation arrangements to staff - See Financial Regulations - *No Change proposed*** **Chair**

It was proposed that current delegation of £500 approval for Chair and Clerk together should be approved. **All Agreed**

**20 Review and adoption of standing orders and financial regulations - *No Change proposed*** **Chair**

The Standing Orders and Financial Regulations have been reviewed from the website documentation. As there were no questions, it was proposed that they be readopted. **All Agreed**

**21 Review Council's Banking Arrangements:** **Chair**

It was proposed that the following signatories be authorised: Mr Gibbs, Mrs Hardy, Mrs Blair. **All Agreed**. A new mandate was completed and signed

**22 Confirmation of arrangements for insurance cover in respect of all insured risks:** **Chair**

The summary of insurance had been circulated. It was proposed that the current insurance risks are adequate and be approved. **All Agreed**

**23 Review of the Council's and/or staff subscriptions to other bodies - *SALC, ICO*** **Chair**

There are only two subscriptions: SALC & ICO. As there were no questions, it was proposed that these be approved. **All Agreed**

**24 Review of the council's complaints procedure - *No Change proposed*** **Chair**

The Complaints procedure had been reviewed from the website documentation. As there were no questions, it was proposed that it be readopted. **All Agreed**

**Action: Clerk** to update adopted and review dates on the document

**25 Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 - *No Change proposed*** **Chair**

The Fol policy had been reviewed from the website documentation. As there were no questions, it was proposed that it be readopted. **All Agreed**

**Action: Clerk** to update adopted and review dates on the document

**26 Review of the Council's policy for dealing with the press/media - *No Change proposed*** **Chair**

The Press and Media policy has been reviewed from the website documentation. As there were no questions, it was proposed that it be readopted. **All Agreed**

**Action: Clerk** to update adopted and review dates on the document

**27 Review of the Councils employment policies and procedures including:** **Chair**

**Privacy Notice** for Employees and officials - *No Change proposed*

**Member/Officer Protocol** - *No Change proposed*

Initials .....

Chair of the meeting

The Privacy Notice and Member/Officer Protocol have been reviewed from the website documentation. As there were no questions, it was proposed that they be readopted. **All Agreed**

**28 Review** of the Councils remaining policies and procedures including: **Chair**

**Code of Conduct** - *New code proposed. to be circulated*

**GDPR Management** - *No Change proposed*

**Privacy Notice General** - *No Change proposed*

**Risk Assessments and Safeguarding** - *No Change proposed*

The New Code of Conduct has been circulated and has been reviewed. As there were no questions, it was proposed that it be adopted. **All Agreed**

**Action: Clerk** to create document for Weybread and arrange for it to be posted on website

The GDPR Management, Privacy Notice, Risk Assessment and Safeguarding documents have been reviewed from the website documentation. As there were no questions, it was proposed that they be readopted. **All Agreed**

**Action: Clerk** to update adopted and review dates on the documents

**29 Finance Report** and bank reconciliation May 2022 **Clerk**

The Finance Report and bank reconciliation May 2022 had been circulated. As there were no questions, it was proposed that this be approved. **All Agreed**

It was noted that the Clerk needed to transfer two amounts from the Weybread

Recreational Charities account; **Action, Clerk** to transfer funds

\* £273 for the Bingo machine

\* £500 for the Jubilee Celebrations

**30 Payments**

Payments Schedule to be circulated with Finance Report **Clerk**

The Payments schedule totalling £615.58 has been circulated. It was proposed that this be approved. **All Agreed**

**31 Confirm** the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council **Chair**

The Meeting schedule had been circulated. It was proposed that this be approved. **All Agreed**

**Action: Clerk** to add to website

**32 Date of next meeting:** 12 July 2022 **Chair**

These minutes are confirmed as an accurate record of proceedings of the meeting held in the village hall on Tuesday 17 May 2022

Signed (Chair) \_\_\_\_\_ Dated \_\_\_\_\_