

Coddenham

Parish Council

Peter Whitehouse- Parish Clerk

E: parishclerk.coddenham@gmail.com

P: 07958 170628

Correspondence: 4, Moat Farm Close,
Ipswich, Suffolk, IP4 4AJ

506

CODDENHAM PARISH COUNCIL

Annual Meeting

Thursday 25th May 2017

MINUTES

In Attendance: Cllr. D Burton, (Chair), Cllr. Burgess, Cllr. A. Darell-Brown, Cllr. J. Fawdry, Cllr. A Fowler, Cllr. C. Hardy, Cllr. J. Keeble, Cllr. J Peacock, Cllr. J. Soanes, Cllr. M. West, Cllr. M. Hicks (SCC), Cllr Passmore, (MSDC) and the Parish Clerk.

- 1 To **Elect** the Chair. Cllr Burton asked for nominations for the position of Chair. Cllr Soanes nominated Cllr Burton and Cllr West seconded the nomination which Cllr Burton accepted. There being no other nominations, Cllr Burton was elected to the Chair of the Parish Council for 2017-18
- 2 To **Elect** the Vice Chair. The Chairman asked for nominations for the position of Vice-Chair. Cllr Soanes nominated Cllr Burgess and Cllr Keeble seconded the nomination which Cllr Burgess accepted. There being no other nominations, Cllr Burgess was elected as Vice-Chair of the Parish Council for 2017-18
- 3 To **Welcome** and **Receive** the Declaration of Office from Councillor Allan Fowler
The Chairman welcomed Councillor Fowler to the Council. The Clerk reported that he had received Cllr Fowler's Declaration of Acceptance of Office immediately prior to the meeting.
- 4 To **Receive** and **Approve** apologies for absence.
Cllr. M. Lock.
- 5 To **Review**, as required, Elected Member's Register of Interests. The Clerk reminded councillors of their responsibility to report any changes in their Pecuniary or Local Non-Pecuniary interests to the monitoring officer. Two councillors delivered copies of their amended record of interests to the Clerk to be forwarded to the Monitoring Officer.
- 6 To **Receive** and **Approve** the end of year accounts 31/03/2017. The Clerk, as the Council's Responsible Financial Officer, presented the end of year accounts to Council and reported that the recent review of the accounts by the Internal Auditor had been completed with no outstanding matters of concern. He then answered questions for Councillors on the vat element of payments to the District Council for the recent elections, and the salaries paid to the booking clerk and the booking administrator. Cllr Soanes certified the statements of all bank accounts and the bank reconciliation, following which the Chair proposed that the end of year accounts be approved. **Agreed** with two votes against / abstentions.
- 7 To **Approve** Annual Return Section 1 (Annual Governance Statement) and Section 2 (Annual Accounts). Council reviewed each of the nine statements on Section 1 of the annual return following which the Chair proposed that the Annual Governance Statement be Approved by Council. **Agreed** with one /two votes against/ abstention(s). The Clerk then presented the figures for Section 2 of the Annual Return as reviewed by the Internal Auditor. The Chair proposed that Section 2 be Approved by Council. **Agreed** with one /two votes against/ abstention(s).
- 8 To **Confirm** the appointment of the Internal Auditor for 2017-18. Cllr West proposed that Mr T Brown be Approved as Internal Auditor for the coming year. Cllr Burgess seconded the proposal. **Agreed**.
- 9 To **Confirm** Authorised Bank Signatories The Council reviewed the Bank mandate and **AGREED** that there should be four signatories in total. The three current signatories, Cllr Burton, Cllr Burgess and Cllr Fawdry agreed to continue as signatories and Cllr Darell-Brown accepted a nomination for the

Coddenham Parish Council - Minutes

507

fourth position, all of whom were **Approved** unanimously. Council considered the clerk's level of signatory clearance and **Agreed** unanimously to approve authority to View, Submit, and Authorise payments.

10 To **Consider** the proposed Working Groups for 2017-18. Council reviewed the proposed schedule and **Agreed** to all with the addition of the Playground Working Group.

11 To **Approve** the Appointment of Councillors to particular responsibilities. Council received nominations for all groups and committees with the exception of the Suffolk Association of Local Council, following which the Chair proposed the appointment of all nominated councillors to each of the committees and working groups. **Agreed**

	Committee / Group	Constitution	Frequency of Meetings
a	Suffolk Association of Local Councils	Not Appointed	Monthly
b	Community and Sports Hall Committee	Ex Officios and Cllrs Soanes, Fawdry and Lock	Four (Wednesdays): 25 January, 26 April, 5 July, 8 November
c	Planning Committee	Ex Officios and Cllrs Darell-Brown, Fawdry, Fowler, Hardy, Keeble, Lock, Peacock and West with a duty of notice to Clerk if not available.	As required with 3 clear days' notice
d	Finance Working Group	Cllrs Burton, Burgess, Fawdry, Keeble and Peacock	Four (Tuesdays): 21 March, 6 June, 1 August, 24 October
e	Human Resources Working Group	Cllrs Burton, Burgess and Fawdry	As required
f	Newsletter Working Group	Cllrs Burgess, Darell-Brown and Hardy	Four Per year (plus workload) TBC
g	Policy Review Working Group	Cllrs Fowler, Hardy, Lock and Peacock	As required
h	Footpaths and Byways	Cllrs Burton and Hardy	As required
i	Public Spaces and Trees	Cllrs Burton and Hardy	As required
j	Highways + B1078	Cllrs Darell-Brown, Fowler, Lock, and Peacock	TBC
k	Churchyard Management Group	Cllrs Hardy and Peacock	TBC
l	Summer Fete Working Group	Cllrs Darell-Brown and Lock	TBC
M	Playground Working Group	Cllr Soanes	TBC

12 To **Consider** questions put and matters raised at the **Annual parish Meeting** held on 27th April 2017. Regarding the purchase of Traffic Speed Indicators, Council deferred consideration to the pending Parish Council meeting. Regarding the request to publish the names of Persons Requesting a Poll for the recent casual vacancy the Clerk advised that the names were a matter of public record and therefore available on request. Council were of the general opinion that publication of the paper would serve no purpose.

In the absence of any further business the Chairman closed the meeting at 8:35pm