

# Coddenham

## Parish Council

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### CODDENHAM PARISH COUNCIL

#### Annual Meeting

Thursday 24<sup>th</sup> May 2018

#### MINUTES

**In Attendance:** Cllr. D Burton, (Chair), Cllr. Burgess, Cllr. A. Darell-Brown, Cllr. J. Fawdry, Cllr. A Fowler, Cllr. C. Hardy, Cllr. M. Lock, Cllr. J. Keeble, Cllr. J Peacock, 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 Burgess nominated Cllr Burton and Cllr Fawdry seconded the nomination which Cllr Burton accepted. There being no other nominations, Cllr Burton was elected to the Chair of the Parish Council for 2018-19. Cllr Burton signed his Declaration of Acceptance of Office
  - i The Chair asked Council to receive a short verbal report from Cllr Hicks, (SCC), who had another appointment to attend. **Agreed**. Introducing Cllr Hick, the Chairman congratulated him on his appointment as Leader of the County Council. Cllr Hicks reported a good number of responses to the consultation on the experimental Gyrotory Project. A report is being prepared and he will make the results known to the Clerk as soon as they were available. Cllr Hardy asked about the data captured in the survey and Cllr Hick advised that the report will include data about the geographic distribution of votes. Cllr Burton commented that the Council's response will be considered at a special Council Meeting.  
Cllr Hick then left the meeting at 7.45pm.
- 2 To **Elect** the Vice Chair. The Chairman asked for nominations for the position of Vice-Chair. Two nominations were received and seconded for Cllr Burgess and Cllr Fowler. On a show of hands Cllr Burgess was elected as Vice-Chair of the Parish Council for 2018-19.
- 3 To **Receive** and **Approve** apologies for absence. Apologies were received and approved from Cllr. J. Soanes.
- 4 To **Review** the Councillors Code of Conduct. Council received the previously circulated Suffolk Code of Conduct and **Agreed** to re-confirm their adoption of the code. Councillors were reminded of their responsibility to report any changes in their Pecuniary or Local Non-Pecuniary interests to the monitoring officer. No amendments were received.
- 5 To **Receive** the Internal Auditor's Report and **Approve** the Annual Return, Section 1 (Annual Governance Statement) and Section 2 (Accounting Statements). The Clerk, as the Council's Responsible Financial Officer, presented the Internal Auditors Report on the end of year accounts to Council reporting that the Internal Audit had been completed for a second year with no outstanding matters of concern. Council Received the Internal Auditors report and the Chair thanked the Clerk for his work over the last year in his management of the Council's finances.
  - i Council **Approved** Section 1 of the Annual Governance Statement which was duly signed by the Chairman and Clerk.
  - ii The RFO presented his certified copy of the Accounting Statements which Council **Approved**, as confirmed by the Chairman's signature.
- 6 To **Confirm** the appointment of the Internal Auditor for 2018-19. The Clerk recommended that Mr T Brown be appointed as Internal Auditor for the coming year. **AGREED**

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- 7 To **Review** the Terms of Reference for the Community and Sports Centre Committee. The Chairman announced that the previous Chair of the Hall Committee, Mrs Debbie McDonnell, had written to advise that she would be unable to accept a nomination to the Chair of the Hall Committee this year as she has been asked to take up a position as governor of a local school and feels that she won't be able to give the Hall as much time as it requires to do the job properly. The Chairman asked the Clerk to write to Mrs McDonnell on behalf of the Council to thank her for her past service. Cllr Peacock asked Council to consider an amendment to Clause 2a of the Terms of Reference to the effect that the chair of the Hall Committee should be one of the Committee's elected Parish Councillors. **Agreed**. Cllr Fowler asked that the Hall Terms of Reference be brought into line with the five working days requirements for committee papers. The Clerk advised that the document would be updated. Cllr Peacock requested guidance as to whether co-opted members of the Committee were required to make declarations of interest. The Clerk agreed to check on this matter and report back to Council. The amended Terms of Reference were **Adopted**.
- 8 To **Review** the Appointment of Members to the Community and Sports Centre Committee. Cllrs Fawdry, Lock and Soanes were confirmed as appointees to the Hall Committee, in addition to the *ex officio* positions of Chair and Vice Chair.
- 9 To **Review** the Appointment of Members to the Planning Committee. Cllr Fawdry asked to be excluded from attending any Planning Committee meetings. **Agreed**. Cllrs Darell-Brown, Fowler, Hardy, Keeble, Lock, Peacock, and West in addition to the *ex officio* positions of Chair and Vice Chair were confirmed as appointees to the Planning Committee.
- 10 To **Review** and Confirm the Appointment of Councillors to particular working groups, (WG), and responsibilities. Current Members of the following Working Groups and positions were reconfirmed as Council's appointees for the 2018-19 year: Finance and Budget WG; Authorised Bank Signatories; Human Resources WG; Policy Review WG; Newsletter WG; Footpaths and Byways WG; Public Spaces and Trees WG; Highways WG; Summer Fete WG; Playground WG. Cllr. Keeble accepted a nomination to the Footpaths and Byways WG. Cllr Hardy accepted a nomination to the Highways and B1078 WG. Cllr Burgess accepted a nomination to join the Summer Fete WG.
- 11 To **Review** the Council's annual subscriptions to other Bodies. The Clerk presented a table of subscriptions to external bodies: Suffolk Association of Local Councils; Society of Local Council Clerks; Motion Picture Club; Creative Arts East. Council **Agreed** to subscribe to each for the 2018/19 year.
- 12 To **Review** the Council's representation and reporting arrangements on work with External Bodies: Cllrs Fowler and Peacock were confirmed as appointees to Suffolk Association of Local Councils. Cllrs Peacock and Hardy were confirmed as appointees to the Churchyard Management Group.
- 13 To **Review** the Council's Register of Assets. Council reviewed the items on the register and discussed the addition of 3 picnic benches and the football pitch goal posts. Cllr Burton recollected that the bench on the recreation ground was a gift from the Day Foundation as were the new chairs for the Hall. Council **Agreed** to refer the review of the Assets Register to the Finance and Budget Working Group for more detailed consideration.
- 14 To **Review** the Council's arrangements for Insurance Cover. Council **Received** copies of the current insurance certificate and schedule of cover, in force on an annual basis from 1<sup>st</sup> October to 30<sup>th</sup> September. The policy is discounted on a five year long term agreement which ends in September 2020. Fidelity Guarantee cover is set at £100,000 in line with the recommended guidelines.
- 15 To **Review** the Council's Complaints Procedure. Council **Received** copies of the current Complaints Procedure and **Agreed** to adopt the documents for the current Year.
- 16 To **Review** the Council's Policy and Procedures relating to the General Data Protection Regulations 2018. The Clerk presented a review of the various aspects of the work required to ensure that Council is compliant with the new General Data Protection Regulations and recommended that the paper be referred to the Policy Review Working Group to draft a policy for Council's consideration. Council asked the Clerk to ensure that Council was compliant and to draft the policy document.

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- 17 To **Review** the Council's policy for dealing with the press/media. The Clerk presented a brief policy on dealing with the media and request for information from the Press, which council **Adopted**.
- 18 To **Review** the Council's Safeguarding Policy. The Clerk presented the Council's current policy on Safeguarding which was adopted in 2015. Council **Agreed** to reconfirm its adoption without amendment.
- 19 To **Review** and **Confirm** the time and place of ordinary meetings of the Full Council up to and including the next annual meeting. The Clerk presented a schedule of meetings for which Council **Agreed** a number of amendments and additions. Clause 4bi of the Terms of Reference for the Hall Committee were also amended to provide for a date no later than the 15<sup>th</sup> November for a recommended budget. The Clerk was asked to publish the revised schedule to all councillors.
- 20 To **Consider** questions put and matters raised at the Annual Parish Meeting held on 26<sup>th</sup> April 2018. Council Agreed that all matters raised at the Annual Parish Meeting were dealt with by those present.

The Chairman closed the meeting at 8:28pm.