

Minutes of the Annual Meeting of Framfield Parish Council held at the Village Hall, Blackboys, on Tuesday, 24 May 2016 at 7.30 pm

Present Jeff Goggin (Chairman) Peter Friend
Selina Allen (Vice Chairman) Maria Naylor
Keith Brandon Rob Newton

In attendance Ann Newton - Clerk Members of the Public – six.
Members of the Press – none.

1. Apologies

There were none.

2. Declarations of Interest

Councillors to give notice of declarations of personal and prejudicial interests in respect of items on the agenda. There were none.

3. To Elect a Chairman and Receive Declaration of Office

Rob Newton proposed that Jeff Goggin be re-elected as Chairman; this was seconded by Peter Friend and agreed by all. There were no other nominations and Jeff stated that he was willing to stand. Jeff signed the Declaration of Office.

4. To Elect a Vice Chairman

Rob Newton proposed that Selina Allen be re-elected as Vice-Chair, this was seconded by Keith Brandon and agreed by all. There were no other nominations.

5. To Elect Committees and Representatives

Following discussion the meeting proposed that the membership of committees and representatives be adopted on bloc, as detailed below (SA/RN). The Chairman and Vice Chairman are both ex-officio members on the Planning and FGP Committees which were asked to elect a Chairman/Vice Chairman at their first meeting.

Committees

- Finance and General Purposes (Chairman, Vice Chairman, PF, MN and RN).
- Planning (KB (Chairman), PF (Vice Chairman), JG, and MN).

Appointments/Representatives

- School Governor Representatives (St Thomas a Becket Church of England Federation (Blackboys and Framfield CEP Schools) (AN/KB).
- WDALC/SALC/Wealden Planning Panel (Clerk)
- Emergency Planning Co-ordinator/Police (SA).
- Internal Audit (Keith Robertson)

6. Approval of the last minutes – 22 March 2016.

It was agreed that the minutes of the meeting held on 22 March 2016 having been circulated, be approved, adopted and signed as a correct record. Any matters arising would be dealt at the next meeting.

7. Review of the Council's Internal Audit Effectiveness – all were in receipt of the report from the Internal Auditor.

Councillors discussed the findings of the report and as detailed above, agreed going forwards to have a fully active FGP Committee to enable any potential gaps in the processes to be closed. The first meeting would be held in the summer. **ACTION: Clerk to arrange initial meeting.**

8. Review and adoption of the Governance Statement as detailed in the Annual Return (AR) – a copy of the AR had been circulated with the agenda.

Members of the Council, having read page two (Section 1) of the Annual Return (Annual Governance Statement 2015/16) agreed the points 1-9 detailed and the Chairman and Clerk duly signed the statement.

9. Formal approval of the Accounts for the year ending 31 March 2016.

The Council formally approved the Accounts as proposed by Maria Naylor, seconded by Jeff Goggin and the Chairman signed the declaration on page three (Section 2). The Clerk would carry out the appropriate advertising in the normal way and put the document on the website. **ACTION: CLERK.**

10. Adoption of the Parish Council Risk Assessment – no changes – attached.

This was adopted as read.

11. Adoption of the Financial Regulations – one amendment – a copy of the document had been circulated with the agenda.

The change was the addition of 9(c) worded as such not to preclude the use of local contractors as long as any work was deemed value for money. The document was subsequently adopted as read.

12. Adoption of the Standing Orders – no changes – attached.

The Clerk suggested that the FGP Committee look at a potential alteration to be made to 3(l) in line with the legislation surrounding public accountability and transparency. The meeting agreed to revisit the wording and put together a policy around the subject. **ACTION: FGP Committee.**

13. Earmarking of Reserves and transfer of funds to deposit account – balance sheet to be handed out at the meeting.

Brief discussions ensued around the funds available. This would be added as an item at the first FGP Committee. **ACTION: FGP Committee.**

14. Date of the next full Parish Council meeting – 28 June 2016.

Maria Naylor gave her apologies.

The meeting closed at 7.45 pm.

Chairman.....

Date