

# Minutes of the Annual Meeting of Framfield Parish Council held at the Village Hall, Blackboys, on Tuesday, 31 May 2022 at 5 pm.

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<b>Present</b>	Keith Brandon (Chairman)	Peter Friend Maria Naylor
<b>In attendance</b>	Ann Newton - Clerk Marie Owen (RFO)	Members of the Public – none. Members of the Press – none.

## 1. To Elect a Chairman and Receive the Declaration of Office

*The Clerk asked for nominations for the position of Chairman.* Maria Naylor proposed that Keith Brandon be re-elected as Chairman; this was seconded by Peter Friend and agreed by all. There were no other nominations and Keith stated that he was willing to stand. Keith signed the Declaration of Office.

## 2. Apologies

Councillor Tony Hall.

## 3. Declarations of Interest

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

## 4. To Elect a Vice Chairman

Maria Naylor proposed that Tony Hall be re-elected as Vice-Chairman, this was seconded by Peter Friend and agreed by all. There were no other nominations.

## 5. To Elect Committees and Representatives

The meeting proposed that the membership of committees and representatives be formed previously as detailed below.

### Committees

- Finance and General Purposes (Chairman, Vice Chairman, plus a minimum of 3 other members). The meeting agreed that the entire Council would sit on the FGP Committee at the current time. (Chairman (Chairman of the Committee by default), Vice Chairman (Vice-Chairman of the Committee by default)).
- Planning (Maximum of 6 members). The Committee would elect a Chairman/Vice Chairman at their first meeting.

### Appointments/Representatives – (agreed on-bloc)

- WDALC/SALC (Clerk)
- Wealden Planning Panel (TH)
- Wealden Cluster meeting (KB/Clerk)
- CSAG (KB/Clerk)
- Emergency Planning Co-ordinator (KB)
- Internal Audit (Mulberry & Co). The meeting agreed that they would be happy for Mulberry & Co to conduct the next internal audit.

## 6. Approval of the last minutes – 29 March 2022.

It was resolved to accept the minutes of the meeting held on 29 March 2022, having been circulated, as a true and accurate record of the meeting. Any matters arising would be dealt with at the next full Council meeting.

## 7. Adoption of the Parish Council Asset List.

This was formally adopted. The RFO stated that as and when new items are added accurate purchase prices can be included whereas at the moment much of the content of the asset list is historic with no records available.

**8. Adoption of the Parish Council Risk Assessment.**

The document was adopted with the only change being the increase in the Fidelity Guarantee from £100k to £150k.

**9. Adoption of the Financial Regulations.**

No changes were made and the document was subsequently adopted as read.

**10. Adoption of the Standing Orders.**

The Clerk would be re-drafting the Standing Orders in line with the new model. When available they would be brought to a Full Council meeting for adoption.

**11. Review and agreement to the Reserves.**

All Councillors had been given a list within their finance pack which was agreed as read.

**12. Review of the Council’s Internal Audit Effectiveness.**

All Councillors were in receipt of a copy of the report. The contents were discussed and items noted and/or rectified which had been flagged up by the Internal Auditor. Councillors agreed that they were happy with the report.

**13. Review and adoption of the Governance Statement as detailed in the Annual Return (AR). Councillors to agree points 1-9 as detailed.**

The points were unanimously agreed by all present as proposed - KB/MN. The Chairman duly signed the AGAR where appropriate and the Clerk stated that it would be sent off to the External Auditor in line with the regulations and the formal of Notice of the Exercise of Public Rights would also be advertised at the appropriate time.

**14. Formal approval of the Accounts for the year ending 31 March 2022.**

The Council formally approved the Accounts unanimously as proposed - KB/MN. The Chairman signed the declaration in Section 2. The Clerk would minute it appropriately and send it off in line with the regulations and advertised on the Council website.

**15. To resolve payment of two standing direct debits each year, namely British Telecom plc (quarterly telephone/internet) and the Public Works Loan Board (bi-annual – play area loan re-payment). All payments to be detailed on the finance sheet.**

This was agreed by all present.

**16. To resolve payment of staff salaries by BACS each month and any other payments which require BACS payment in advance of a Parish Council meeting (the latter to be with the authorisation of the Chair/Vice Chair). All payments to be detailed on the finance sheet.**

This was agreed by all present.

**17. Date of the next full Parish Council meeting – 26 July 2022.**

*The meeting closed at 5.30 pm.*

**Chairman.....**

**Date .....**