

Minutes of the Annual Meeting of Framfield Parish Council held at the Village Hall, Blackboys, on Tuesday, 16 May 2023 at 5 pm.

Present: Councillors - Keith Brandon (Chairman)
Tony Hall (Vice Chairman)
Trishia Blewitt
David Jenner
Maria Naylor.

In attendance Ann Newton - Clerk
Marie Owen (RFO) Members of the Public – none.
Members of the Press – none.

The Chairman welcomed David Jenner to the meeting.

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

The Clerk asked for nominations for the position of Chairman. Tony Hall proposed that Keith Brandon be re-elected as Chairman; this was seconded by Trishia Blewitt 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 Chris Dowling (ESCC).

3. To Receive Declarations of Acceptance of Office

All Councillors duly signed the Declarations of Acceptance of Office which were countersigned by the Clerk. All passed across completed copies of their Register of Interests. These would be lodged with Wealden District Council and put on the Parish Council website.

4. Declarations of Interest

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

5. To Elect a Vice Chairman

Keith Brandon proposed that Tony Hall be re-elected as Vice-Chairman, this was seconded by David Jenner and agreed by all. There were no other nominations.

6. 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.

7. Approval of the last minutes – 29 March 2023.

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.

8. Adoption of the Parish Council Asset List.

This was formally adopted in its new format. The RFO reported that the Internal Auditor was happy with the proposals.

9. Adoption of the Parish Council Risk Assessment.

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

10. Adoption of the Financial Regulations.

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

11. Adoption of the Standing Orders.

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

12. Review and agreement to the Reserves.

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

13. 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. All agreed that it was an excellent report.

14. 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.

15. Formal approval of the Accounts for the year ending 31 March 2023.

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.

16. 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.

17. 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.

18. Date of the next full Parish Council meeting – 25 July 2023.

The meeting closed at 5.30 pm.

Chairman.....

Date