

BARTON BENDISH PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING

Held on Wednesday 11th May 2016
commencing at 7.00pm in Barton Bendish Village Hall

Present:

Cllr PAJ Carter	Chairman
Cllr L Kinsey	
Cllr J Richardson	
Cllr W Tasker	
Cllr Dr TM Webster	
Miss S J Thorpe	Parish Clerk

Cllr B Long (County Councillor)
Cllr S Squire (Borough Councillor)

2 members of the public

1. **Election of Officers**
 - a. Chairman: Cllr Kinsey proposed Cllr Carter as Chairman, seconded by Cllr Webster, and agreed by all present.
 - b. Vice-Chairman: Cllr Richardson proposed Cllr Chapman as Vice-Chairman, seconded by Cllr Carter, and agreed by all present.
2. **Declaration of Acceptance of Office** A Declaration of Acceptance of Office was signed by Cllr Carter and then witnessed by the Clerk.
3. **Apologies** Apologies were accepted from Cllr Chapman and Cllr McAlister.
4. **Sub-Committees**
 - a. Projects: The Projects Sub-Committee will continue under the chairmanship of Cllr McAlister, and include Cllr Chapman with two co-opted non-councillor members.
 - b. Highways: Cllr Tasker to be responsible for Highways matters.
5. **Reports**
 - a. Chairman's Report: Cllr Carter stated that he would produce his annual report for 2015/16 at a later date.
 - b. Village Hall Trustees Report: Copies of the report were given out to all Councillors. The report was briefly discussed and then accepted.

Chairman's
signature.....Date.....

- c. Poor's Charity Trustees Report: Cllr Richardson advised that the report was not available at this stage due to problems with the bank account. This item to be carried forward to the next meeting.

6. **Finance**

- a. Annual accounts for year ending 31st March 2016: All documents associated with the end of year accounts, which had been produced by the Clerk, were issued to Cllrs prior to the meeting. The figures were briefly discussed and following a proposal by Cllr Webster, seconded by Cllr Kinsey, and agreed by all, the accounts were accepted.
- b. Internal Auditors Report: The report from the auditor was read out to the meeting. It confirmed that accounting records had been properly kept and acknowledged that all the recommendations made by the Internal Auditor last year had been adopted.
- c. Statement of Internal Control: A Statement on Internal Control had been produced by the Clerk and given to all prior to the meeting. It was agreed to approve this Statement.
- d. Completion of Annual Governance Statement for 2015/16: The Clerk ran through page 2 of the Annual Return, there were no comments or queries. Cllr Webster therefore proposed that the PC should answer "yes" to statements 1-8 on page 2 of the Annual Return, seconded by Cllr Kinsey. This was agreed and the document was duly signed by the Chairman and the Clerk.
- e. Approval of Accounting Statements for 2015/16: The Clerk explained the figures on page 3 of the Annual Return. Cllr Richardson proposed approval of these Accounting Statements, seconded by Cllr Kinsey. This was agreed and the document was duly signed by the Chairman and the Clerk.

7. **Meetings Programme 2016/17**

It is was agreed that meetings should continue to be held on the second Wednesday (with the exception of September which will be the fourth Wednesday) of every alternate month, starting on 13th July 2016 and then 28th September, 9th November, 11th January 2017, 8th March (Annual Parish Meeting), and 10th May (Annual Parish Council Meeting).

The Chairman declared the Annual Parish Council Meeting closed at 7.30pm

Chairman's
signature.....Date.....