

Burton Fleming Parish Council

Minutes of the Annual Meeting of the Parish Council Meeting (incorporating the Annual Parish Meeting) Held Tuesday 12 May 2015 in the Methodist Church Schoolroom at 7.00pm

Present:

Parish Councillors: S Brambles, A Marr, C Skelton, B Southwell, K Wells, S Wells

Members of the Public: None in attendance

Wards Councillors/Police: None in attendance

Mrs Sarah Marr recorded the minutes

61/15 Election of Officers 2015/16

RESOLVED: (all in favour)

that Cllr Keith Wells is re-elected as Chairman of Burton Fleming Parish Council, **Proposed by Cllr S Brambles and Seconded by Cllr C Skelton.**

RESOLVED: (all in favour)

that Cllr S Brambles is re-elected as Vice Chairman of Burton Fleming Parish Council, **Proposed by Cllr C Skelton and Seconded by Cllr B Southwell**

62/15 To Receive and Approve Apologies for Absence

Cllr J Jackson, Cllr R Lindley

63/15 Code of Conduct (01 July 2012)

(a) To record Declarations of Pecuniary and Non-Pecuniary Interests. Members declaring interest should identify the agenda item and state which interest is being declared.

(b) To note Dispensations in Respect of Agenda Items Below

Cllr A Marr – Pecuniary Interest for item 68/15 Clerk's Wages

64/15 Election – 07 May 2015

RESOLVED: (all in favour)

that following the recent election and subsequent vacancy on the Parish Council, Jill Hairsine to be co-opted by the Chairman, **Proposed by Cllr K Wells and Seconded by Cllr S Brambles**

65/15 To Approve HSBC Banking Signatories for 2015/16 following Election of Officers

RESOLVED:

that following election of officers the banking signatories remain as Cllr K Wells – Chairman, Cllr S Brambles – Vice Chairman and Mrs Sarah Marr - Clerk to the Council **Proposed by Cllr J Hairsine and Seconded by Cllr C Skelton**

66/15 To Receive and Approve the Financial Statement Year End March 2014/15 and the Budget Set for 2015/16

RESOLVED: (all in favour)

that the Financial Statement Year End March 2014/15 and the budget set for 2015/16 be approved, **Proposed by Cllr C Skelton and Seconded by Cllr J Hairsine.**

67/15 To Review Internal Control Arrangements for Annual Governance Statement 2014/15

RESOLVED: (all in favour)

- (1) that two signatories are required for cheques
- (2) that internet and telephone banking request for approvals of transactions to be emailed by the Clerk to either one of the other two signatories. The Clerk cannot carry out transactions of this type until an emailed response is received indicating approval.
- (3) that transaction limit set to £5,000 per day and there is no overdraft facility.
- (4) that the Chairman has been set up as an additional user for telephone banking, **Proposed by Cllr S Brambles and Seconded by Cllr A Marr**

68/15 To Review the Pay and Conditions of the Clerk

The National Joint Council for Local Government Services (NJC) has reached agreement on the following:

- New pays scales for 2014 – 2016 to be implemented from 01 January 2015.
- A non-consolidated (one off) payment for employees on SCPs5 – 49 in December 2014 of £100.00. Pro rata 8 hours equates to £21.62

RESOLVED: (6 votes for and 1 abstainer due to interest)

- (1) that from 1 January 2015 SCP 15 pro rata has increased to £8.61 PH
- (2) that a non-consolidated (one off) payment pro rata for 8 hours for £21.62 is paid
- (3) that the hours of work remain the same with 8 hours work per week being carried out including 50 hours holiday per annum. Any extra hours worked are to be brought to the attention of members at the appropriate parish meeting, to request approval for payment or time in lieu, **Proposed by Cllr S Brambles and Seconded by Cllr C Skelton**

69/15 To Approve the Standing Order for the Clerk's Wages

RESOLVED: (all in favour)

that the standing order at HSBC Bank for the payment of the Clerk's Wages is approved, **Proposed by Cllr C Skelton and Seconded by Cllr S Brambles**

70/15 To Appoint an Internal Auditor for 2015/16

RESOLVED: (all in favour)

that Mr Crispin Blyth is approved as the Internal Auditor of accounts 2015/16 for Burton Fleming Parish Council **Proposed by Cllr S Brambles and Seconded by Cllr C Skelton**

71/15 Community Emergency Plan

RESOLVED: (all in favour)

- (1) that it be noted that the Clerk has completed the annual review of the Community Emergency Plan to ensure that all contact information is up to date
- (2) that it be noted that the Clerk has completed the annual review of the contents of the two emergency boxes which are situated at the Chairman's home and the Village Hall
- (3) that details of the updated Community Emergency Plan are emailed to Alan Bravey, Emergency Planning Manager at ERYC

(4) that details of the Community Emergency Plan and it's activation are published in the Newsletter, **Proposed by Cllr K Wells and Seconded by Cllr A Marr**

72/15 To Review the Asset Register

This will be discussed at the Parish Meeting in July

73/15 Burton Fleming Parish Council Annual Report 2014/15

Members received a copy of the annual report and thanks were expressed to all those who had contributed to the report.

74/15 The Annual Parish Meeting Public Participation

Electors of the parish have the opportunity to express any thoughts or ideas of what they might like the Parish Council to deal with in the coming year.

There were no members of the public attending the meeting.

75/15 Close of Meeting

There being no further business, the meeting closed at 7.20pm.

Chairman's Signature: Date: