

# Burton Fleming Parish Council

## **Minutes of the Annual Meeting of the Parish Council (incorporating the Annual Parish Meeting) Held Tuesday 07 May 2019 in the Village Hall at 7.00pm**

### **Present:**

Parish Councillors: K Wells, B Southwell, J Jackson

Members of the Public: None

Wards Councillors/Police: Cllr Paul Lisseter

Jennifer Hobson (Clerk) recorded the minutes

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Cllr K Wells gave a warm welcome to everyone and thanked them for their attendance.

### **31/19 Election of Officers 2019/20**

**RESOLVED:** (all in favour)

that Cllr Keith Wells is re-elected as Chairman of Burton Fleming Parish Council.

**Proposed by Cllr J Jackson and Seconded by Cllr B Southwell.**

**RESOLVED:** (all in favour)

that Cllr S Brambles (in his absence) is re-elected as Vice Chairman of Burton Fleming Parish Council subject to his agreement.

**Proposed by Cllr B Southwell and Seconded by Cllr J Jackson.**

### **32/19 To Receive and Approve Apologies for Absence**

Cllr C Skelton, Cllr S Wells, Cllr J Evison, Cllr J Owen

Absent Councillors for which no apologies received: Cllr S Brambles, Cllr R Lindley, Cllr J Hairsine, Cllr A Marr

### **33/19 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

### **34/19 To Approve the Minutes of Previous Meeting – 08 May 2018**

**RESOLVED:** (all in favour)

that the minutes of the previous annual meeting were approved and signed as a true and correct record.

### **35/19 To Approve HSBC Banking Signatories for 2019/20 following Election of Officers**

**RESOLVED:** (all in favour)

that following election of officers the banking signatories remain as Cllr K Wells – Chairman, Cllr S Brambles – Vice Chairman and Miss Jennifer Hobson – Clerk to the Council.

**Proposed by Cllr K Wells and Seconded by Cllr B Southwell**

### **36/19 To Review Internal Control Arrangements for Annual Governance Statement 2019/20**

**RESOLVED:** (all in favour)

(1) that members acknowledge responsibility to ensure a sound system of internal control, including the preparation of accounting statements.

- (2) that these measures have been reviewed for the continued effective financial management of the Parish Council.

**Proposed by Cllr K Wells and Seconded by Cllr J Jackson**

**37/19 To Receive and Approve the Financial Statement Year End March 2017/18**

**RESOLVED: (all in favour)**

- (1) that the Financial Statement Year End March 2018/19 be approved
- (2) that the Certificate of Exemption be signed and returned to the external auditor
- (3) that the Internal Audit be noted – no issues were raised
- (4) that the Annual Governance Statement 2018/19 be completed and signed accordingly
- (5) that the Annual Accounting Statements 2018/19 be signed accordingly
- (6) that the Asset Register remains as last year but it was noted that the defibrillator would need to be added during 2019/2020 once installed

**Proposed by Cllr K Wells and Seconded by Cllr B Southwell**

**38/19 To Approve Adoption of Dates for the Period of Exercise of Public Rights**

**RESOLVED: (all in favour)**

that the annual accounts inspection period of 17 June 2019 to 26 July 2019 be approved.

**Proposed by Cllr J Jackson and Seconded by Cllr B Southwell**

**39/19 To Appoint an Internal Auditor for 2019/20**

**RESOLVED: (all in favour)**

that Mr Crispin Blyth is approved as the Internal Auditor of accounts 2019/20 for Burton Fleming Parish Council.

**Proposed by Cllr K Wells and Seconded by Cllr J Jackson**

**40/19 To Review Pay and Conditions for the Clerk**

**RESOLVED: (all in favour)**

that the Clerk's wages be increased to £9.77 per hour which was the minimum for a Clerk to council at LC1 SCP 15. Hours to remain the same at 8 hours 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.

**Proposed by Cllr B Southwell and Seconded by Cllr J Jackson**

**41/19 To Approve Standing Order for the Clerks 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 K Wells and Seconded by Cllr B Southwell**

**42/19 To Review the Cemetery Fees & Regs**

**RESOLVED: (all in favour)**

- (1) that a fee for the exclusive right of burial in a double earthen grave be added and the fee be set at £400
- (2) that the existing fee of £200 for the exclusive right of burial into a single grave be increased to £300
- (3) that all other fees remain the same

**Proposed by Cllr K Wells and Seconded by Cllr B Southwell**

**43/19 To Approve Meeting Dates**

**RESOLVED:** (all in favour)

that the meeting dates be set as: Tuesday 9 July 2019, Tuesday 10 September 2019, Tuesday 12 November 2019, Tuesday 14 January 2020, Tuesday 10 March 2020 and Tuesday 05 May 2020 (Annual Meeting of the Parish Council incorporating The Annual Parish Meeting) are approved

**Proposed by Cllr K Wells and Seconded by Cllr B Southwell**

**44/19 To Receive Burton Fleming Annual Report 2017/18**

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

**45/19 Public Participation**

There were no members of the public present at the meeting.

**46/19 Close of Meeting**

The Chairman thanked everyone for their attendance and involvement. There being no further business the meeting closed at 7.25pm.

Chairman's Signature: ..... Date: .....