

# Burton Fleming Parish Council

## Minutes of the Annual Meeting of the Parish Council (incorporating the Annual Parish Meeting) Held Wednesday 10 May 2023 in the Village Hall at 7.00pm

### Present:

Parish Councillors: K Wells, B Southwell, C Skelton, E Hayton, A Marr, S King, S Wells, S Kirven, P Stansfield, K Mercer

Members of the Public: Mr Knowles, Mrs T Townsend, Mrs M Lindley

Wards Councillors/Police: None

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. Cllr K Wells then explained that once a new chair was elected, he would be standing down, not only as the Chair but also a Parish Councillor.

### 30/23 Election of Officers 2023/24

**RESOLVED:** (all in favour)

that Cllr Andrew Marr is elected as Chair of Burton Fleming Parish Council.

**Proposed by Cllr B Southwell and Seconded by Cllr C Skelton.**

**RESOLVED:** (all in favour)

that Cllr B Southwell is elected as Vice Chair of Burton Fleming Parish Council.

**Proposed by Cllr C Skelton and Seconded by Cllr P Stansfield.**

**Cllr Marr expressed the Parish Council's sincere thanks to Keith Wells for his many years of service to Burton Fleming village.**

### 31/23 To Receive and Approve Apologies for Absence

No apologies to note.

### 32/23 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

### 33/23 To Approve the Minutes of Previous Meeting – 10 May 2022

**RESOLVED:** (all in favour)

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

**Proposed by Cllr C Skelton and Seconded by Cllr B Southwell.**

### 34/23 To Approve HSBC Banking Signatories for 2023/24 following Election of Officers

**RESOLVED:** (all in favour)

that following election of officers the banking signatories are Cllr A Marr – Chair, Cllr B Southwell – Vice Chair and Miss J Hobson – Clerk to the Council.

**Proposed by Cllr A Marr and Seconded by Cllr C Skelton**

***ACTION BY CLERK***

### 35/23 To Review Internal Control Arrangements for Annual Governance Statement 2023/24

**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 C Skelton and Seconded by Cllr B Southwell**

**36/23 To Receive and Approve the Financial Statement Year End March 2023/24**

**RESOLVED: (all in favour)**

- (1) that the Financial Statement Year End March 2022/23 be approved
- (2) to note that the Certificate of Exemption is not applicable this year due to income/expenditure being over £25K, so a full External Audit will be required via PKF Littejohn
- (3) that the Internal Audit be noted – no issues were raised except an incorrect formula showing on the Summary sheet which the Clerk will amend
- (4) that the Annual Governance Statement 2022/23 be completed and signed accordingly
- (5) that the Annual Accounting Statements 2022/23 be signed accordingly
- (6) that the Asset Register be updated to include the Water Pump known locally as 'Black Jack'

**Proposed by Cllr C Skelton and Seconded by Cllr P Stansfield**

**37/23 To Approve Adoption of Dates for the Period of Exercise of Public Rights**

**RESOLVED: (all in favour)**

that the annual accounts inspection period of 05 June 2023 to 14 July 2023 be approved.

**Proposed by Cllr A Marr and Seconded by Cllr C Skelton**

**38/23 To Appoint an Internal Auditor for 2023/24**

Thanks were expressed to Mrs Paula Bolam for giving her time to audit the accounts.

**RESOLVED: (all in favour)**

that Mrs Paula Bolam is approved as the Internal Auditor of accounts 2023/24 for Burton Fleming Parish Council.

**Proposed by Cllr S Kirven and Seconded by Cllr S King**

**39/23 To Review the Cemetery Fees & Regs**

**RESOLVED: (all in favour)**

- (1) that all regulations remain the same
- (2) that all cemetery fees remain the same

**Proposed by Cllr S Wells and Seconded by Cllr E Hayton**

**40/23 To Review the Community Emergency Plan**

- All Parish Councillor and Ward Councillor details to be updated
- Cllr C Skelton, Cllr B Southwell, Cllr A Marr and Cllr S Kirven to be included under Section 3 to play a key part in the Emergency Plan.
- The second incident room and home of the second emergency box to be the new Chair's home
- Clerk and Cllr K Mercer to check both emergency boxes and contents and locate as applicable
- Updated Emergency plan to be emailed to all relevant parties and put online
- 1 copy of updated Emergency Plan to be included in each Emergency Box
- The Chair to be named as the individual who will keep the press informed

***ACTION BY CLERK, Cllr K Mercer and Cllr A Marr***

**41/23 To Approve Meeting Dates**

**RESOLVED: (all in favour)**

that the meeting dates be set as:

Tuesday 4 July 2023

Tuesday 5 September 2023

Tuesday 7 November 2023

Tuesday 9 January 2024

Tuesday 5 March 2024

Tuesday 7 May 2024 (Annual Meeting of the Parish Council incorporating The Annual Parish Meeting)

**Proposed by Cllr S Wells and Seconded by Cllr K Mercer**

**42/23 To Receive Burton Fleming Annual Report 2022/23**

Members received a copy of the annual report and thanks were expressed to all those who had contributed to the report. The Chair confirmed that members of the public were welcome to take a copy and that a copy would be made available on the Parish Council website.

**43/23 Public Participation**

No members of the public present wished to speak.

**44/23 Close of Meeting**

The Chairman thanked everyone for their attendance and involvement. There being no further business the meeting closed at 7.30pm.

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