

# DENNINGTON PARISH COUNCIL



MINUTES OF ANNUAL MEETING OF THE PARISH COUNCIL  
HELD ON  
MONDAY May 13<sup>th</sup> 2019  
JUBILEE HALL

The meeting followed the Annual Parish Meeting and started at 8pm.

**Councillors:** Robert C .T. Wardley (Chair), Matt Lunn, Robert C. Rous, Mary Mann, Doris Dearing, Nick Watts, John Calver, Rebecca. Smith

*Copied for information to: County Councillor Stephen Burroughes;*

**Present:** Robert C .T. Wardley (Chair), Robert C. Rous, Mary Mann, Doris Dearing, Nick Watts, John Calver, Rebecca. Smith

*Members of the public: 5*

*Clerk: Ruth Hart*

- 1. Election of Chairman and signing of Chairman's Declaration of Office:** Cllr R. Wardley was proposed by Cllr J. Claver and seconded by Cllr N. Watts. Councillors voted unanimously to elect him as Chair. He signed the Declaration of Office as Chairperson.
- 2. Election of Vice Chairman and signing of Declaration of Office:** Cllr M. Lunn was proposed by Ch. Cllr R. Wardley and seconded by Cllr N. Watts. (Cllr M. Lunn had indicated in a previous email that he was happy to stand). Councillors voted unanimously to appoint Cllr M. Lunn as Vice Chair. He will sign the Declaration of Office as Vice Chair at the next meeting.
- 3. All councillors to sign Declaration of Office following election:** Councillors who attended the planning meeting on May 9<sup>th</sup> had already signed Declaration of Office Forms. Cllrs R. Rous and R. Smith completed theirs, together with Expenses Returns.
- 4. Consideration of vacancy and co-option:** Following the election there remains one vacancy. It was agreed to advertise this on the village noticeboards and website. (clerk to action). If the vacancy remains at the time of the June newsletter, then to be advertised in the newsletter (Clerk to liaise with editor)
- 5. Apologies for Absence:** Cllr M. Lunn (work commitments (absence was approved))
- 6. Declaration of Interests:** Cllr R. Wardley (DCC), Cllr R. Rous (DCC, Church, Sports Club, Village Hall, landowner), Cllr M. Mann (Village Hall)
- 7. Confirm Council representatives and nominative representatives for:**
  - Dennington Jubilee Hall: Cllr N. Watts
  - Dennington Sports Club: Cllr M Lunn
- 8. Agree Council Committees and group/individual appointments for:**
  - Tree Warden: Cllr N. Watts
  - Highways and Footpaths: Cllr J. Calver
  - SALC: Cllr M. Lunn (to be confirmed at next meeting)
  - Neighbourhood Plan: Cllrs R. Wardley and M. Lunn to lead
  - Health and Safety: Cllr R. Wardley
- 9. Confirmation of Minutes for Parish Council Meeting held on February 25<sup>th</sup> 2019:** These were agreed and signed as a true record.

- 10. Matters raised in Annual Parish Meeting:** Wash Lane (see APM minutes)
- 11. To review and adopt Standing Orders.** The unchanged Standing Orders were proposed by Cllr R Rous and seconded by Cllr J. Calver, and adopted unanimously.
- 12. To review and adopt Financial Regulations .** The unchanged Financial Regulations were proposed by Cllr R Rous and seconded by Cllr J. Calver, and adopted unanimously.
- 13. To review and adopt the Asset Register** The Asset Register had been updated to include the defibrillator installed at Owls Green and the picnic bench installed on the playing field. Total assets value at March 2019 £46,348. Councillors agreed unanimously to adopt the Asset Register, proposed by Cllr R. Rous and seconded by Cllr J. Calver
- 14. To agree appointment of Ms Lydia Kirk as Clerk and Responsible Financial Officer.** Ch Cllr R. Wardley explained that the post had been advertised and Cllrs M. Lunn and J. Calver, together with him, had met and interviewed Ms Lydia Kirk and were recommending her appointment. Her appointment was proposed by Cllr N. Watts and seconded by Cllr R. Smith. Councillors agreed the appointment unanimously.
- 15. To agree appointment of Trevor Brown CPFA as Internal Auditor** (on recommendation of incoming Clerk). After a short discussion, Cllr J. Calver proposed and Cllr R. Smith seconded the appointment. Councillors agreed unanimously to appoint Trevor Brown, CPFA, as internal auditor for 2019/20. (Clerk to write to former auditors Heelis and Lodge thanking them for their work over the years)
- 16. To receive and note recommendations from the annual internal audit report** (previously circulated). Councillors received the annual internal audit report and noted the following recommendations:-
- To include reference to GDPR in the Council's Risk Assessment (agenda item for July 2019 meeting)
  - To ensure that Data Protection Policy and Impact Statement covers all required information contained in Privacy Policy/Notice (agenda item for July 2019 meeting)
- The Clerk confirmed she had contacted Came and Co regarding the level of Fidelity Cover and been informed it was £150,000 (ie more than adequate).  
The Clerk confirmed that the value of the Asset Register 2017/18 corresponded to the amount shown in Section 2, Box 9 of the AGAR  
These recommendations were proposed by Cllr R. Rous and seconded by Cllr N. Watts and agreed unanimously.
- 17. To agree and sign the Certificate of Exemption:** (previously circulated) The certificate was agreed and signed.
- 18. To agree and sign the Annual Governance Statement** (previously circulated): The statement was agreed and signed
- 19. To agree and sign the Annual Accounting Statement** (previously circulated): The statement was agreed and signed
- 20. Clerk's Report included:-**  
-signing of receipts and expenditure book. This was signed by the Chair and Clerk  
- to confirm arrangements for cheque signatories (currently Cllr R Wardley, Cllr R Rous, Cllr M Lunn, Cllr N Watts, Cllr J Calver and Ruth Hart.). Councillors agreed to the removal of K. Whitbread and R. Hart as cheque signatories, and to add L. Kirk

The Clerk reported the bank balances as at 29/04/19 as follows:-

Current Account £ 980.43  
Active Saver £ 1,451.55  
Equipment Acct £12,431.03

