

Shimpling Parish Council
Minutes of Annual Meeting of the Council (AGM)
Wednesday 5th May 2021, 8:00pm via ZOOM video conference

Present:

Councillors: Liz Brunwin (Chair), Katie Haselhurst, Colin Johnston, Mike Atkins, Nathalie Brown, Ken Rush

District Councillors: Michael Holt, Stephen Plumb (arrived at 8:25pm)

Clerk: Natasha Byford

Volunteer Assistant Clerk: Stuart Palmer

1. Election of Chair and Vice Chair

The Clerk opened the meeting and welcomed those in attendance. The Clerk then asked for nominations for election of a new Chair. A nomination was received for Councillor Brunwin to Chair the council. This was seconded by Councillor Rush. There being no other nominations, this proposal was voted on and confirmed. Councillor Brunwin signed the acceptance of office declaration.

Nominations were then invited for the position of Vice Chair. There being no nominations, the post was not filled.

2. Election of Councillors

All previous councillors had been re-elected on 2nd May 2019. Each councillor signed their acceptance of office in May 2019 meeting.

3. Apologies for absence:

Cllr Kemp and Cllr Shrimpton sent apologies and this was noted.

4. Declarations of Members Interest(s):

4.1 Review of Register of Interests and published on council web site:

Each councillor present confirmed that the declaration published was still accurate and up to date, except Cllr Johnston who has updated his due to a relocation.

4.2 To review the requirements of Code of Conduct in respect of declaration of Interest:

Each councillor confirmed they were aware of the content.

Public Participation session

There were two members of the public present. No issues were raised.

- 5. Approval of minutes of the previous meeting:** Members agreed that minutes of the meeting held on 26th April 2021 were a true and accurate record.

6. To review and adopt new Standing Orders for the council revised May 2021:

The PC Standing Orders were updated to reflect a minor change to the NALC model since last approved in May 2019. This was limited to removing remote meetings. These were circulated and adjusted according to feedback. The new version was approved by the council and adopted.

7. To note Financial Regs and Internal Control arrangements for the Council:

The Financial Regulations for the council were reviewed and circulated prior to the meeting. There had been no substantial changes since their draft in 2016. There was a slight change to payments that were updated to include electronic banking and these changes were approved at an earlier meeting. The Internal Control spreadsheet was reviewed to include electronic banking too. The Financial Regulations and Internal Control methods were approved and adopted by the council. Cllr Shrimpton has agreed to undertake the Councils Internal Control Report.

8. To note all Risk Assessments for the PC:

The PC has three current risk assessments: Financial Risk, Playground and Spring Clean. All were reviewed and updated before the meeting and circulated to members. All were approved.

It was noted that we should have a risk assessment for the Village Hall.

Action: Ensure a risk assessment to show the Village Hall is ready to reopen after 17th May.

9. To note all the following policies:

- a)** Code of Conduct - circulated to members for review prior to the meeting. This was approved and adopted by the Council.
- b)** Complaints Procedure – circulated to members for review prior to the meeting. This was approved.
- c)** Delegation Policy – circulated to members for review prior to the meeting. This was approved.
- d)** General Reserves Policy – circulated to members for review prior to the meeting. This was approved.
- e)** Public Participation Document – circulated to members for review prior to the meeting. It was noted that a change of wording was required from 'close' to 'suspend'. This was updated and

approved. Advice would be sought from SALC about whether this is still the appropriate way to deal with public participation.

Action: Clerk to seek SALC advice

- f) Website Accessibility Statement - circulated to members for review prior to the meeting. This was approved.

10. To note and confirm the following Data Protection Policies:

- a) Privacy Statement – circulated to members for review prior to the meeting. This was approved.
- b) Data Audit Questionnaire – circulated to members for review prior to the meeting. This was approved.
- c) Data Protection and Information Management Policy - circulated to members for review prior to the meeting. A typo was noted in 3.1, this was corrected then approved and adopted by the Council.

11. Internal Audit:

It was proposed that, once again, Suffolk Association of Local Councils (SALC) be appointed as Internal Auditors for the accounts for 2020/21. This was approved.

12. Dates of Meeting:

The council confirmed the dates for meeting this year and next:

- 12th July 2021
- 13th September 2021
- 8th November 2021
- 10th January 2022
- 14th March 2022
- 9th May 2022 – Annual Parish Assembly and Parish Council Annual General Meeting (AGM)*
- 16th May 2022

*The Annual Parish Assembly and the Annual Meeting of the Council (AGM) will both take place on 9th May 2022.

13. To review asset register:

The asset register was reviewed and updated and circulated prior to the meeting. No changes. This was approved by the council. It was noted that the PC should look into updating the insurance value for some items and appoint someone to do an insurance valuation for the Village Hall and Councillor Haselhurst agreed to look into this and take this forward.

Action: Clerk and Chair to review this in further detail. Councillor Haselhurst to look for an up to date valuation of the Village Hall.

14. To review insurance cover:

The Village Hall insurance has been reviewed and added to the Parish Council insurance. Both will now terminate in November 2021 and renewed together. Existing policy reviewed and approved. Clerk to bring new quotes to September meeting. It was noted that the existing insurance certificates are now on display on the Village Hall noticeboard.

15. Review of Media policy and procedures:

This policy was circulated prior to the meeting. It was reviewed and approved for further use unchanged.

A MOP gave his thanks to all of the Parish Council for their hard work.

There being no further business the meeting concluded at 8:35pm.

Natasha Byford
Proper Officer and Parish Clerk
Shimpling Parish Council