

Shimpling Parish Council
Minutes of Annual Meeting of the Council (AGM)
Monday 9th May 2022, 8:00pm at Shimpling Village Hall

Present:

Councillors: Liz Brunwin, Katie Haselhurst (Chair), Gerry Shrimpton (Vice Chair), Mike Atkins, Nathalie Brown

Clerk: Natasha Byford

Members of Public: Three

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 Haselhurst to Chair the council. This was seconded by Councillor Shrimpton. There being no other nominations, this proposal was voted on and confirmed. Councillor Haselhurst signed the acceptance of office declaration.

Nominations were then invited for the position of Vice Chair. A nomination was received for Councillor Shrimpton to become Vice Chair of the council. This was seconded by Councillor Haselhurst. There being no other nominations, this proposal was voted on and confirmed. Councillor Shrimpton signed the acceptance of office declaration.

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 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:

Councillors Shrimpton and Brown confirmed that the declaration published was still accurate and up to date. Councillors Haselhurst, Brunwin and Atkins updated their register of interest forms.

Action: Clerk to publish these on the website.

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 three 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 14th March 2022 were a true and accurate record.

Action: Clerk to publish these on the website and social media.

- 6. To review and adopt new Standing Orders for the council revised May 2022:**

The PC Standing Orders were updated to reflect a minor change to the procurement limit. These were circulated prior to the meeting and 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 was a slight change to the procurement limit and a change which means the PC need three quotations for spend over £2,500, two quotations for spend between £500 and £2,500 and only require one quotation for spend less than £500. The Financial Regulations and Internal Control methods were approved and adopted by the council.

- 8. To note all Risk Assessments for the PC:**

The PC has three current risk assessments: Financial Risk, Playground and Spring Clean. It was noted that there had been a slight amendment regarding Covid guidelines in these. All were reviewed and updated before the meeting and circulated to members. All were approved.

- 9. To note all the following policies:**

- a) Code of Conduct - circulated to members for review prior to the meeting. The new version from the Local Government Association 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. It was asked that this be updated to reflect a change in the amount of general reserves that could be held is set at from between 3 and 6 months to between 3 and 12 months of predicted expenditure. This was updated and approved.
- e) Public Participation Document – circulated to members for review prior to the meeting.
- f) Website Accessibility Statement - circulated to members for review prior to the meeting. This was approved.
- g) Press and Media Policy - 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. This was approved.

11. Internal Audit:

It was proposed that, once again, Suffolk Association of Local Councils (SALC) be appointed as Internal Auditors for the accounts for 2022/23. This was approved.

12. Dates of Meeting:

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

- 16th May 2022
- 11th July 2022
- 12th September 2022
- 21st November 2022 (3rd Monday instead of 2nd)
- 9th January 2023
- 13th March 2023

- 8th May – Annual Parish Assembly and Parish Council Annual General Meeting (AGM)
- 15th May 2023

*The Annual Parish Assembly and the Annual Meeting of the Council (AGM) will both take place on 8th May 2023.

13. To review asset register:

The asset register was reviewed and updated and circulated prior to the meeting. This had been updated earlier in the year to reflect the most recent Village Hall valuation. Members requested the 6 new carver chairs were added to the asset register at purchase price of £500. This was approved by the council.

14. To review insurance cover:

The Village Hall and Parish Council insurance existing policy reviewed and approved. Clerk to bring new quotes to September meeting. It was noted that the current policy does not cover the full value for the play equipment and to ensure this is updated at the renewal.

Chair Haselhurst opened the meeting up for any other business.

There being no further business the meeting concluded at 8:02pm.

Natasha Byford
Proper Officer and Parish Clerk
Shimpling Parish Council