



# Great Bromley Parish Council

## Minutes of the Annual Council meeting held on Wednesday 19<sup>th</sup> May 2021 at 7.00pm at Great Bromley Village Hall

**In attendance:** Cllr Nicholls, Cllr Fairley, Cllr Hardy, Cllr Heaney, and Cllr Robinson

**Also in attendance:** ECC Cllr Guglielmi, TDC Cllrs Scott and Wiggins, and the Clerk

### 1. Election of Chairman

Cllr Nicholls welcomed those present to the meeting. Cllr Nicholls called for nominations for the position of Chairman. Cllr Heaney nominated Cllr Nicholls, Cllr Fairley seconded and members unanimously agreed the proposal. Cllr Nicholls signed the Declaration of Acceptance of Office.

### 2. Election of Vice-Chairman

Cllr Nicholls called for nominations for the position of Vice-Chairman. Cllr Fairley proposed Cllr Lord, Cllr Heaney seconded and members unanimously agreed the proposal.

### 3. Minutes of the last meeting

The minutes of the Annual Meeting held on Tuesday 14<sup>th</sup> May 2019, previously circulated, were approved.

### 4. Register of Members' interests

Members were requested to notify the Clerk separately of any changes in, or additions to, their interests. There were none.

### 5. Council appointments

The following Council appointments were agreed:

- |   |                              |
|---|------------------------------|
| a) Responsible Financial Officer            | (Clerk)                      |
| b) Accounts Monitoring Officer              | (Cllr Blowers)               |
| c) Internal auditor                         | (Clacton Business Services)  |
| d) Council Website and Social Media Manager | (Mr N Skinner)               |
| e) Community Speedwatch Coordinator         | (Mr G Smith)                 |
| f) Tree Warden                              | (Col M Frostick OBE)         |
| Assistant Tree Warden                       | (Miss R Lawes)               |
| g) Footpath Liaison                         | (Cllr Mander & Cllr Fairley) |
| h) Personnel Committee                      | (Appointed as required)      |

### 6. Appointment of Council representatives

The Council's representatives on the following bodies were agreed:

- |  |                            |
|--|----------------------------|
| a) Great Bromley Village Hall Committee            | (Cllr Heaney)              |
| b) Hare Green Recreation Ground Representative     | (Cllr Hardy)               |
| c) Parish Passenger Transport Representative       | (VACANT)                   |
| d) The Messenger Management Committee              | (Cllr Heaney)              |
| e) Neighbourhood Action Panel                      | (Cllr Lord)                |
| f) Tendring District Association of Local Councils | (Representation to rotate) |
| g) Emergency Planning representative               | (Cllr Lord)                |

### 7. Councillors' allowances for 2021-22

The Chairman's and Councillors' annual allowances for 2021/22 based on TDC's Remuneration Panel's recommendations were agreed to be nil, with the 45p per mile travel allowance to continue.

### 8. Banking Arrangements for 2021-22

It was agreed that the Parish Council should continue to bank with HSBC Bank as per its current terms of business, with two approved signatories required to operate each of the two accounts.

It was further agreed that the Council's four bank signatories would continue to be Cllr Blowers, Cllr Hardy, Cllr Lord and Cllr Mander.

## 9. Administrative and financial matters

It was noted that the following documents, which had been approved by the Council and provided by the Clerk to all members, governed the Council's business:

- i) Code of conduct 2015 (revised January 2018)
- ii) Standing Orders 2016
- iii) Financial Regulations 2016
- iv) Complaints procedure Feb 2016
- v) Budget for 2021-22 (with agreed precept)

It was noted that the general legal and financial framework for the Council's activities were laid-down in the following publications which were held by the Clerk: Local Council Administration (9<sup>th</sup> Edition 2013) and Governance and Accountability for Local Councils (2010).

## 10. Council's 2020-21 accounts

- a) A report by the Council's Accounts Monitoring Officer was considered and the findings of his review of the effectiveness of the council's internal control and audit procedures were adopted.  
*"In accordance with the Council's Financial Regulations, our internal financial controls are confirmed as being in accordance with proper practice. In-year reviews take place at the monthly meetings of the Parish Council and an end of year review takes place prior to the accounts being submitted to our auditor." Cllr Blowers.*
- b) Members unanimously approved the Council's accounts for 2020-21.
- c) Members unanimously approved the annual return to the external auditor, including the accounting and governance statements (statements circulated).

## 11. Hare Green recreation ground boundary: leylandii trees

The annual letter to a resident with trees on Council land was agreed.

## 12. To agree the Council's meeting dates for 2021-22.

Wednesday	9 <sup>th</sup>	June
Wednesday	14 <sup>th</sup>	July
Wednesday	11 <sup>th</sup>	August
Wednesday	8 <sup>th</sup>	September
Wednesday	13 <sup>th</sup>	October
Wednesday	10 <sup>th</sup>	November
Wednesday	8 <sup>th</sup>	December
Wednesday	12 <sup>th</sup>	January
Wednesday	9 <sup>th</sup>	February
Wednesday	9 <sup>th</sup>	March
Wednesday	13 <sup>th</sup>	April
Wednesday	11 <sup>th</sup>	May

The meeting dates for 2021-22 were agreed.

The meeting ended at 7.07pm.