



Great Bromley Parish Council

Minutes of the Annual Meeting of the Council held at Great Bromley Village Hall on Wednesday 17th May 2023, commencing at 7.00pm

In attendance: Cllr Nicholls, Cllr Blowers and Cllr Hardy

Also in attendance: TDC Cllr Wiggins and Lizzie Ridout (Clerk)

Members of the Public: 1

Apologies: Cllrs Mander and Smith

1. Election of Chairman

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

2. Election of Vice-Chairman

This item was deferred to the ordinary Council meeting to be held on Wednesday 14th June 2023.

3. Minutes of the last meeting

The minutes of the Annual Meeting held on Wednesday 11th May 2022, 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:

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

6. Appointment of Council representatives

It was agreed to defer appointments as the Council's representatives on the following bodies to the ordinary meeting of the Council to be held on Wednesday 14th June 2023:

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

7. Councillors' allowances for 2023-24

The Chairman's and Councillors' annual allowances for 2022/23 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 2023-24

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: Rob Lord, Owen Blowers, David Hardy and Carole 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 2022-23 (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 are held by the Clerk: Local Council Administration (13th Edition 2022) and Governance and Accountability for Local Councils (2010).

10. Council's 2022-23 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 2022-23.
- 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 2023-24.

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

The meeting dates for 2023-24 were agreed.

The meeting closed at 7.10pm.