



Great Bromley Parish Council

Minutes of the Annual Meeting of the Council held at Great Bromley Village Hall on Tuesday 14th May 2019, commencing at 7.00pm

In attendance: Cllr Blowers (Vice-Chairman in the Chair for items 1-2), Cllr Hardy, Cllr Heaney, Cllr Nicholls, Cllr Strowbridge (Chairman for items 3 to 14) and Cllr Thomas.

1. **Welcome and apologies for absence**

Cllr Blowers welcomed those present to the meeting. Apologies for absence were received from Cllr Lord and Cllr Mander. Cllrs sent their best wishes to Cllr Lord and Lisa Lord for the imminent arrival of their third child.

2. **Election of Chairman**

Cllr Lord had previously advised members by email that it was his intention to step down as Chairman, and therefore Cllr Blowers called for nominations for the position of Chairman. Cllr Thomas nominated Cllr Strowbridge, Cllr Hardy seconded and members unanimously agreed the proposal. Cllr Strowbridge signed the declaration of acceptance of office.

3. **Election of Vice-Chairman**

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

4. **To note the confirmed minutes of the Annual Meeting held on 9th May 2018, previously circulated.**

The minutes of the Annual Meeting held on 9th May 2018 were noted.

5. **Register of Members' interests**

Members were requested to notify the Clerk separately of any changes in, or additions to, their interests.

6. **Council appointments**

The following Council appointments were agreed:

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|--|------------------------|
| a) Responsible Financial Officer | (Clerk) |
| b) Accounts Monitoring Officer | (Cllr. O. Blowers) |
| c) Internal auditor | (Mr. W. Marshall) |
| d) Council Website Manager and Social Media | (Mr. N. Skinner) |
| e) Community Speedwatch Coordinator | (Mr. N. Skinner) |
| f) Tree Warden | (Col. M. Frostick OBE) |
| Assistant Tree Warden | (Miss R. Lawes) |
| g) Footpath Warden | (Cllr. C. Mander) |
| h) Personnel Committee - Chairman, Vice-Chairman and another Cllr agreed by the Council (depending on circumstance). | |

7. **Appointment of Council representatives**

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

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|--|--|
| a) Great Bromley Village Hall Committee | (Cllr. C. Strowbridge) |
| b) Hare Green Recreation Ground Committee | (Cllr. D. Hardy) |
| c) Parish Passenger Transport Representative | (Cllr. G Thomas) |
| d) Bromley Messenger Management Committee | (Cllr. R Heaney) |
| e) Neighbourhood Action Panel | (Cllr. R. Lord) |
| f) Tendring District Association of Local Councils | (Cllr. C. Strowbridge & Cllr. G. Thomas) |
| g) Emergency Planning representative | (Cllr. R. Lord) |

8. **Councillors' allowances for 2019/20**

The Chairman's and Councillors' annual allowances for 2019/20 based on TDC's Remuneration Panel's recommendations were agreed to be nil, with the 45p per mile travel allowance to continue.

9. Banking Arrangements for 2019/20

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 Strowbridge.

10. Administrative and financial matters

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 (revised February 2017)
- iii) Financial Regulations 2016
- iv) Complaints procedure Feb 2016
- v) Budget for 2019/20 (with agreed precept)

It was noted 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 (9th Edition 2013) and Governance and Accountability for Local Councils (2010).

11. Council's 2018/19 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) To approve the Council's accounts for 2018/19.
- c) To approve the annual return to the external auditor, including the accounting and governance statements (statements circulated).

Cllr Strowbridge proposed, Cllr Blowers seconded and members unanimously agreed the 2018/19 accounts and the annual return to the external auditor, including the accounting and governance statements be approved.

12. Hare Green recreation ground boundary: leylandii trees

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

13. The Council's meeting dates for 2019/20:

12 th June 2019	11 th December 2019
10 th July 2019	8 th January 2020
14 th August 2019	12 th February 2020
11 th September 2019	11 th March 2020
9 th October 2019	8 th April 2020
13 th November 2019	13 th May 2020 inc. AGM and Annual Parish Assembly

The dates were agreed.

14. Any other business:

Cllr Thomas proposed that there should be Parish Council representatives for St George's School and St George's Church. Members agreed and Cllr Heaney undertook to be the representative for St George's Church, and Cllr Thomas undertook to be the representative for St George's School.

The meeting ended at 7.21pm.