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MINUTES: of the **Annual Meeting** of the Parish Council held in Brimpsfield Village Hall on Tuesday 12th May 2015 at 7.30pm.

PRESENT: Parish Councillors: Roger Lock, Jane Parsons, Tom Overbury and Andrew Ward

IN ATTENDANCE: Kate Sales, Clerk

5 x parishioners

The Public were welcomed to the meeting but there was no public participation until the end.

1) To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

The meeting was opened by the previous Chairman David Lonsdale. Tom Overbury was proposed by Cllr Lock and seconded by Cllr Parsons. Cllr Overbury accepted and his Declaration of Acceptance of Office was signed and received and he took over the Chair.

The Chair then took this opportunity to publicly thank the previous councillors and Chair for all their hard work and commitment to the Parish Council over the years.

2) To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office

Cllr Parsons was proposed by Cllr Lock and seconded by Cllr Ward. She accepted and her Declaration of Acceptance of Office was signed and received.

3) To receive the Declaration of Acceptance of Office from newly elected councillors

These were signed and accepted.

4) To receive apologies for absence

There were none

5) To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).

There were none

6) The co-option of new councillors.

It was resolved to co-opt Heather Eaton and Emma Ryan onto the council. They accepted and their Declaration of Acceptance of Office were signed and received. They then joined the council for the remainder of the meeting.

7) To approve the accounts for 1st April 2014 - 30 March 2015, note internal auditors report and recommendations. Submit accounts to Grant Thornton for Audit.

These were duly signed and approved. It was agreed that they showed a true record and it was resolved that they were ready to submit for Audit. (A record of the accounts is attached to the minutes.)

8) To approve and adopt the Standing Orders for Brimpsfield Parish Council.

After discussion these were approved and it was resolved to adopt them as there had been no changes since they were adopted in February 2015.

9) To approve and adopt the Financial Regulations for Brimpsfield Parish Council.

After discussion these were approved and it was resolved to adopt them as again there had been no changes since they were adopted in February 2015.

10) To approve the minutes of a Parish Council Meeting held on Monday the 20th April 2015 at 8.30pm at Brimpsfield Village Hall.

These were approved and duly signed as a true record.

11) To appoint an Internal Auditor for 2015/16.

After discussion it was resolved to appoint GAPTC as the Internal Auditor for 2015/16, again subject to there being no significant increase in the cost compared to the 2014/15 prices.

12) To review the Council asset register

After discussion it was agreed that the current asset register was an accurate record. However it was noted that there was still some clarification needed surrounding the Village Hall. Cllr Lock volunteered to seek clarification on this. The clerk is to contact previous councillor Mark Foyn to see if he had found out any information on valuing the hall. If not Cllr Lock agreed to take this over so that a valuation figure can be entered into the asset register.

13) To review the Council insurance policy and discuss alterations if necessary.

This was reviewed and considered adequate cover. After discussion it was resolved to renew with the existing insurer as the council is in the second year of a three year deal where they had received an extra five percent discount on their premium.

14) To review signatories for Council Accounts and amend Bank Mandate.

It was resolved to remove retired councillors from the mandate, update the correspondence address and enter new councillors onto the account. Cllr Overbury to complete the forms and return to the clerk for submission to the bank.

15) To fix the dates and times of ordinary meetings of the Council for the ensuing year.

It was agreed to carry on with the quarterly council meetings on the fourth Monday of the month where possible. The clerk is to prepare and circulate a calendar of dates. It was agreed that the next parish council meeting would be held on Monday 6th July 2015 at the usual time of 7.30pm.

The Chairman concluded the meeting at 8.20pm and thanked everyone for their attendance. A parish council meeting followed immediately after this meeting.

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Chairman

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Date