

LACKFORD PARISH COUNCIL

THE ANNUAL PARISH MEETING & ANNUAL GENERAL MEETING.

(Second Monday in May)

PARISH COUNCILLORS NOTICE OF MEETINGS

Lackford Parish Councillors are called upon to attend a meeting of the Council that will take place on Monday 08 May 2017 after the Annual Parish Meeting which will take place at 7:30pm in Lackford Church.

John F. Sadler - Clerk to the Council
Dated 24 April 2017

Councillors called to attend

Steve Jones (Chairman)
Stan Green (Vice-Chairman)
Harry Lidster
Colin Smith
Jan Betley
Naomi Palmer
Roland van Wijk

Notice also sent to

Rebecca Hopfensperger (County Councillor)
Susan Glossop (Borough Councillor)
Safer Neighbourhood Team
Colin Holmes (Chairman of the Lackford Community Council)

Apologies for absence received

Statutory matters

The Chairman to ascertain that the statutory requirements for holding the meeting have been observed, there is a quorum (*minimum 2 for the APM and 3 for the Council meeting*), and to determine if any Councillors wish to declare an interest in any matters on the Agenda.

Apologies for absence not already received

AGENDA FOR THE ANNUAL PARISH MEETING

Minutes of Annual Parish Meeting held 09 May 2016

These minutes were reviewed at the Parish Council Meeting on Monday, 10 October 2016.

1.1. A proposal is required to approve the minutes of the Annual Parish Meeting

❖ Proposal to approve the minutes of the Annual Parish Meeting

Seconded by
Members of the Parish to approve the proposal

If approved the Chairman to sign the minutes

1.2. Matters arising from the Minutes not elsewhere on the Agenda

ANNUAL REPORTS TO BE PRESENTED FOR DISCUSSION

2. Parish Council

2.1. Summary report by the Parish Council for year ending 31 March 2017

Since the last Annual Parish Meeting on 10 May 2016, the Parish Council has met on four occasions. The work of the Council can be monitored by reviewing the minutes that are published on the village blog via <http://blog.lackford.com>

- **Community Safety** - during the year the Safer Neighbourhood Team have been unable to attend.

- **Planning** - during the year consultations have been received for five planning applications. The council had no objections to any, and all have been granted planning approval.
- **Other village matters** - the Council had been involved in other activities for the benefit of the community, some of which are:
 - Agreeing to proceed with the purchase of a speed activated road sign, subject to satisfactory locations being acceptable to Suffolk County Council.
 - Helping to instigate a safety review by Suffolk County Council of the A1101. A draft report has been prepared that will form the basis of the design process. Proposals will be sent out for consultation in the next three or four months.
 - Monitoring overgrown hedges and verges on the South side of The Street and discussing the matter with Suffolk County Council.
 - Liaising and monitoring the action by Suffolk County Council regarding the flooding due to poor drainage in Old Bury Road.
- **Donations** - the Council responded to a request from the East Anglian Air Ambulance Service and have made a donation of £500.

3.2. Matters relating to the Parish Council report

3. Community Safety

3.1. Report from the Safer Neighbourhood Team.

3.2. Matters for the Safer Neighbourhood Team.

4. The County and Borough Councillors.

4.1. Report from Rebecca Hopfensperger (County Councillor)

4.2. Report from Susan Glossop (Borough Councillor)

4.3. Matters for the County and Borough Councillors

5. The Community Council

5.1. Report from Colin Holmes (Chairman of Lackford Community Council)

5.2. Matters for the Community Council

6. The Lackford Charity

6.1. Report from Colin Smith

6.2. Matters relating to the Lackford Charity

7. Presentation of the accounts for year ending 31 March 2016 for approval - (see agenda page 3)

❖ **Proposal to approve**

Seconded by

Members attending the meeting to approve the proposal

If approved the Chairman to sign 2 copies of the accounts

8. The proposed sale of the set aside field

8.1. For general discussion so that the views Lackford residents are known and to consider what action, if anything, the Parish Council should take.

9. Questions from registered electors of the Parish attending the meeting on: Matters of concern, for report or for information only, by permission of the Chairman. (Note: the Parish Council cannot make decisions on any matter not on the agenda)

10. Closure of the meeting by the Chairman.

LACKFORD PARISH COUNCIL

2018/16		Income and Expenditure Account		2016/17	
Actual	Income / Receipts	Actual	Budget	Variance	
5896.00	Precept	6015.00	6015.00	0.00	
1146.35	Grants	3326.00	385.00	2941.00	
85.99	Interest from Nationwide & Monmouthshire B.S.	80.58	90.00	-9.42	
0.00	Other receipts	0.00	0.00	0.00	
0.00	Discounts Received	0.00	0.00	0.00	
7128.34		Total Income	£9,421.58	£6,490.00	£2,931.58
Administration Expenditure					
2874.00	Parish Clerk	2996.00	2970.00	26.00	
192.00	Office rent - Clerk	200.00	200.00	0.00	
232.10	Admin expense - Clerk	233.90	280.00	-46.10	
180.00	Room hire for meetings	220.00	190.00	30.00	
84.00	Internal Audit	124.00	123.00	1.00	
0.00	External Audit	0.00	0.00	0.00	
265.00	Insurance	275.00	280.00	-5.00	
123.00	SALC including subscription	128.21	130.00	-1.79	
75.00	Training	0.00	100.00	-100.00	
0.00	Publications & subscriptions	0.00	50.00	-50.00	
0.00	Bank charges & Interest paid	0.00	0.00	0.00	
0.00	Election costs	0.00	0.00	0.00	
0.00	Other - Admin payments	236.00	150.00	86.00	
4025.10		4413.11	4473.00	-59.89	
Other Expenditure					
230.00	Churchyard maintenance	240.00	240.00	0.00	
350.00	Lackford Community Council	360.00	360.00	0.00	
130.45	Grass cutting SEBC	156.54	200.00	-43.46	
5.00	Footpath Licences	5.00	5.00	0.00	
0.00	Other - Other Payments	0.00	150.00	-150.00	
0.00	Section 137 Payments	500.00	500.00	0.00	
715.45		1261.54	1455.00	-193.46	
Total Expenditure					
£4,740.55		£5,674.65	£5,928.00	-£253.35	
<u>£2,387.79</u>	Net Surplus / (Deficit)	<u>£3,746.93</u>	£562.00	£3,184.93	
2013/14		Balance Sheet		2014/15	
Current Assets					
7119.98	Monmouthshire B.S	8700.56			
0.00	VAT Liability	0.00			
939.02	Barclays Community Account	3105.37			
8059.00			11805.93		
0.00			0.00		
<u>£8,059.00</u>	Current Assets less Current Liabilities		<u>£11,805.93</u>		
Represented by					
5671.21	Balance from previous year	8059.00			
2387.79	Income and Expenditure Account	3746.93			
<u>£8,059.00</u>			<u>£11,805.93</u>		
Allocation of Reserves					
	General reserve - as application for Precept & Grant	6400.00			
	Reserve for speed activated road sign	2500.00			
	Reserve for village amenities	2905.93			
			<u>£11,805.93</u>		

These Financial Statements give a true and fair view of the affairs of the Parish Council and the net surplus / deficit at the year end.

Responsible Financial Officer Date

Chairman Date

AGENDA FOR THE ANNUAL GENERAL MEETING OF THE COUNCIL

Procedural Notes

- The Chairman (*who must be the outgoing Chairman, if he is present*) shall announce that the Annual General Meeting of the Parish Council is not an open meeting for discussion, but those present are very welcome to stay.
- In the event that a new chairman is not elected during the first item of business, the presiding Chairman shall continue in the chair until a Chairman is elected.

11. Election of a Chairman and Vice-Chairman from the Council (*see Procedural Note*).

The Chairman to request a proposal for the nomination of a Chairman and a Vice-Chairman

- ❖ **A proposal for Chairman**
Seconded by
- ❖ **A proposal for Vice Chairman**
Seconded by

Council members to approve the proposals

12. To approve the minutes of the Parish Council meeting held Tuesday, March 14, 2017.

12.1. Minutes - a proposal is required to approve the minutes.

- ❖ **Proposal to approve the minutes**
Seconded by
Council members to approve the proposal

If approved the Chairman to sign the minutes

12.2. Matters arising from the Minutes not elsewhere on the Agenda

13. Matters previously discussed - for report and/or for the Councils further consideration

13.1. Speed Activated Road Sign - the subcommittee to report on progress.

14. Matters that have arisen since the previous meeting and not already considered including matters arising from correspondence circulated or forwarded by e-mail

15. Planning - to review applications since the last meeting and other planning matters

At the date of this notice, no planning applications have been received and Council have not been advised of any other changes.

16. Financial matters & the standing orders of the Council

16.1. Payments - a proposal is required to approve the following payments already paid or due. (*Approval in principle for the sums was given when the Budget for the current year was agreed*)

Date	Name	Details	Power	Amounts	Total
01/04/17	Cortina Construction Ltd <i>(already paid)</i>	Parish Clerk (Apr-Sep as budget) Office rent & internet costs (Apr-Sep as budget) Expenses (01/10/14 - 31/03/15) Recoverable VAT	S111	1313.00 125.00 92.70 306.14	1836.84
01/04/17	SALC <i>(invoice not yet received)</i>	Subscription	S143	131.84	131.84
29/04/17	The PCC of Lackford <i>(already paid)</i>	Room hire for meetings Churchyard maintenance (as budget)	S111	200.00 250.00	450.00

29/04/17	Lackford Community Council <i>(already paid)</i>	Village services	S111	370.00	370.00
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❖ **Proposal to approve**

Seconded by

Council members to approve the proposal

16.2. **Payment authority for the above** - to be signed by the Chairman and Vice-Chairman or other Councillor.

16.3. **Transparency fund** - the Clerk to notifying, that with the approval of Council previously given, an application for a final grant for additional costs in complying with the Transparency Code, has been submitted to SALC to process and recover funds from the government sponsored Fund.

16.4. **Annual review for the relevance of the Standing Orders and Financial Regulations adopted by the Council 12 December 2016** - Councillors to consider the motion: The Standing Orders and Financial Regulations as currently adopted remain appropriate and relevant for the Council.

❖ **Motion moved by**

Seconded by

Council members to approve the motion

17. Annual Return for Year Ending 31 March 2017 & Internal Auditor

17.1. **Section 1 - Annual governance statement**

(The Council is required to review each and every statement in the Annual governance statement. This requires proper consideration and an assessment of the risks.)

Consequently, the following Motion restating the Annual governance statement with a conclusion is to be tabled.

We acknowledge as the members of Lackford Parish Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. Meaning that this smaller authority prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. Meaning that this smaller authority made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances. Meaning that this smaller authority has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. Meaning that this smaller authority during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. Meaning that this smaller authority considered the financial and other risks it faces and has dealt with them properly.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. Meaning that this smaller authority arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit. Meaning that this smaller authority responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements. Meaning that this smaller authority disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

In conclusion, Lackford Parish Council consider that this detailed review, in conjunction with the review and assessment of risks carried out at the March meeting, (and having regard for the size, nature and the way the Council conducts its business with the financial controls that are in place, the insurance cover and the internal audit) all contribute towards a thorough, detailed and sound system of internal control, which is adequate, effective and wholly appropriate for the affairs of Lackford Parish Council.

- ❖ **Motion moved by**
Seconded by
Council members to approve the motion

17.2. Section 2 - Accounting statements
(This is a summary of the financial statements already approved at the Annual Parish Meeting)

If approved in the Annual Parish Meeting, the Chairman shall sign the Accounting statements for the year

17.3. Appointment of internal auditor for year ending 31 March 2017

- ❖ **The Council to approve the appointment of SALC as the internal auditor.**

18. Questions from members and registered electors of the Parish attending the meeting on: Matters of concern, for report or for information only, by permission of the Chairman. (Note: the Parish Council cannot make decisions on any matter not on the agenda)

19. To confirm the date and time of the next and future meetings

The next Parish Council Meeting (Meeting No 2) was previously proposed as:

Monday 9 October 2017 7:30pm in Lackford Church.

Proposed dates for future meetings:

- Monday 11 December 2017 (Meeting No 3) – 2nd Monday in December
- Monday 12 March 2018 (Meeting No 4) – 2nd Monday in March
- Monday 14 May 2018 (APM & AGM) - 2nd Monday in May
- Monday 08 October 2018 (Meeting No 2) – 2nd Monday in October