

**LITTLE GLEMHAM PARISH COUNCIL****Minutes of the Annual Meeting of the Parish Council held on 10 May 2022 in the Village Hall**

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|----|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| 1  | <b>Election of Chair</b>                                       | It was proposed that Daniel Williams be appointed as Chair. All Agreed. Declaration of acceptance of office was signed                                                                                                                                                                                                                                        | <b>Frank</b>                                 |
| 2  | <b>Election of Vice Chair</b>                                  | It was proposed that Frank Hilder be appointed as Vice Chair. All Agreed. Declaration of acceptance of office was signed                                                                                                                                                                                                                                      | <b>Chair</b>                                 |
| 3  | <b>Delivery of Acceptance of Office forms.</b>                 | Signed forms were retained by the Clerk                                                                                                                                                                                                                                                                                                                       | <b>Clerk</b>                                 |
| 4  | <b>Attendees</b>                                               | <p>From the Council    Frank Hilder<br/>                                     Claire Peck<br/>                                     Lindsay Last<br/>                                     Daniel Williams<br/>                                     Alistair Besly (Clerk)</p> <p>From the Public    One</p>                                                     | <b>Chair</b><br><b>Chair</b><br><b>Chair</b> |
| 5  | <b>Apologies</b>                                               | None                                                                                                                                                                                                                                                                                                                                                          | <b>Chair</b>                                 |
| 6  | <b>Declaration of Interest:</b>                                | None                                                                                                                                                                                                                                                                                                                                                          | <b>Chair</b>                                 |
| 7  | <b>Public Speaking</b>                                         | None                                                                                                                                                                                                                                                                                                                                                          | <b>Chair</b>                                 |
| 8  | <b>Confirmation of Minutes</b>                                 | <p>To approve and sign the Minutes of the Council meeting on 23 March 2022</p> <p>It was proposed that the Minutes of the Council meeting on 23 March 2022 be signed as a correct record. <b>All Agreed.</b></p> <p>The Clerk will arrange for the Chair of that meeting to sign the minutes</p>                                                              | <b>Chair</b>                                 |
| 9  | <b>Review of year end Bank Reconciliation</b>                  | <p>The year end bank reconciliation has been circulated. As there were no questions, it was proposed that this be approved. <b>All Agreed</b></p>                                                                                                                                                                                                             | <b>Clerk</b>                                 |
| 10 | <b>Review of the Councils expenditure incurred under s.137</b> | <p>of the Local Government Act 1972</p> <p>There was only one payment made under s137 of £40. As there were no questions, it was proposed that this be approved. <b>All Agreed</b></p>                                                                                                                                                                        | <b>Clerk</b>                                 |
| 11 | <b>Approve the Certification of Exemption</b>                  | <p>The Certificate of Exemption was reviewed. As there were no questions, it was proposed that this be approved. <b>All Agreed</b></p> <p>The document was signed by the Clerk and the Chair</p>                                                                                                                                                              | <b>Clerk</b>                                 |
| 13 | <b>Review and Approval</b>                                     | <p>of Internal Control Statement. This item was brought forward in the agenda to meet regulations</p> <p>The internal Control Statement was reviewed. As there were no questions, it was proposed that this be approved. <b>All Agreed</b></p> <p>The document was signed by the Clerk and the Chair</p>                                                      | <b>Clerk</b>                                 |
| 12 | <b>Review and approval</b>                                     | <p>of Annual Governance and Accounting Review (AGAR)</p> <p>The Annual Governance and Accounting Statement was reviewed. As there were no questions, it was proposed that this be approved. <b>All Agreed</b></p> <p>The document was signed by the Clerk and the Chair</p>                                                                                   | <b>Clerk</b>                                 |
| 14 | <b>Review of delegation arrangements to staff</b>              | <p>- See Financial Regulations - <i>No Change proposed</i></p> <p>It was proposed that current delegation of £500 approval for Chair and Clerk together should be approved. <b>All Agreed</b></p>                                                                                                                                                             | <b>Chair</b>                                 |
| 15 | <b>Review and adoption</b>                                     | <p>of standing orders and financial regulations - <i>No Change proposed</i></p> <p>The Standing Orders and Financial Regulations have been reviewed from the website documentation. As there were no questions, it was proposed that they be readopted. <b>All Agreed</b></p> <p><b>Action: Clerk</b> to update adopted and review dates on the documents</p> | <b>Chair</b>                                 |
| 16 | <b>Review of inventory</b>                                     | <p>of land and assets including buildings and office equipment;</p> <p>The fixed asset register has been circulated. As there were no questions, it was proposed that this be approved. <b>All Agreed</b></p>                                                                                                                                                 | <b>Chair</b>                                 |
| 17 | <b>Confirmation of arrangements for insurance cover</b>        | <p>in respect of all insured risks: summary to be circulated</p>                                                                                                                                                                                                                                                                                              | <b>Chair</b>                                 |

The summary of insurance has been circulated. It was recommended that the Clerk check the cover for physical assets such as play equipment. It was proposed that this should be added if absent, all other risks be approved. **All Agreed**

- 18 Review of the council's and/or staff subscriptions** to other bodies - *SALC, ICO* **Chair**  
 There are only two subscriptions: SALC & ICO. As there were no questions, it was proposed that there be approved. **All Agreed**
- 19 Review** of the council's complaints procedure - *No Change proposed* **Chair**  
 The Complaints procedure has been reviewed from the website documentation. As there were no questions, it was proposed that it be readopted. **All Agreed**  
**Action: Clerk** to update adopted and review dates on the document
- 20 Review** of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 - *No Change proposed* **Chair**  
 The Fol policy has been reviewed from the website documentation. As there were no questions, it was proposed that it be readopted. **All Agreed**  
**Action: Clerk** to update adopted and review dates on the document
- 21 Review** of the council's policy for dealing with the press/media - *No Change proposed* **Chair**  
 The Press and Media policy has been reviewed from the website documentation. As there were no questions, it was proposed that it be readopted. **All Agreed**  
**Action: Clerk** to update adopted and review dates on the document
- 22 Review of the Councils employment policies** and procedures including: **Chair**  
**Privacy Notice** for Employees and officials - *No Change proposed*  
**Member/Officer Protocol** - *No Change proposed*  
 The Privacy Notice and Member/Officer Protocol have been reviewed from the website documentation. As there were no questions, it was proposed that they be readopted. **All Agreed**  
 As there was no Equality Policy, It was proposed that the Clerk provide one for review at the next meeting. **All Agreed**  
**Action: Clerk** to update adopted and review dates on the documents
- 23 Review** of the Councils remaining policies and procedures including: **Chair**  
**Code of Conduct** - *New code proposed. to be circulated*  
**GDPR Management** - *No Change proposed*  
**Privacy Notice General** - *No Change proposed*  
**Risk Assessments and Safeguarding** - *No Change proposed*  
 The New Code of Conduct has been circulated and has been reviewed. As there were no questions, it was proposed that it be adopted. **All Agreed**  
**Action: Clerk** to create document for Little Glemham and post on website  
 The GDPR Management, Privacy Notice, Risk assessment and Safeguarding documents have been reviewed from the website documentation. As there were no questions, it was proposed that they be readopted. **All Agreed**  
**Action: Clerk** to update adopted and review dates on the documents
- 24 Finance Report and bank reconciliation May 2022** **Clerk**  
 The Finance Report and bank reconciliation May 2022 has been circulated. As there were no questions, it was proposed that this be approved. **All Agreed**
- 25 Payments** Payments Schedule to be circulated with Finance Report **Clerk**  
 The Payments schedule totalling £899.79 has been circulated. It was proposed that this be approved. **All Agreed**
- 26 Confirm** the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council **Chair**  
 The Meeting schedule has been circulated. It was proposed that this be approved. **All Agreed**  
**Action: Clerk** to add to website
- 27 Date of next meeting: 12 July 2022** **Chair**

Signed as a correct record .....

Daniel Williams - Chair