

BROOKLAND PARISH COUNCIL

MINUTES

FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON TUESDAY 14th MAY 2024, AT THE VILLAGE HALL, BROOKLAND FOLLOWING THE ANNUAL PARISH MEETING

**Present: Cllr Gillies, Cllr Bicknell, Cllr French, Cllr Kennedy, Cllr Rhys Jones,
F&HDC Cllr Martin, A Lawson**

0524-1. ELECTION OF CHAIR

Cllr Kennedy proposed, and Cllr Rhys Jones seconded a motion for Cllr Gillies to be elected chair. The appointment was unanimously agreed.

0524-2. APOLOGIES FOR ABSENCE

F&HDC Cllr Goddard, KCC Councillor Hills

0524-3. DECLARATIONS OF INTEREST

None

0524-4. ELECTION OF VICE CHAIR

Cllr Bicknell proposed, and Cllr Rhys Jones seconded a motion for Cllr Kennedy to be elected vice chair. The appointment was unanimously agreed.

**0524-5. ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE
CONTINUING TERM OF THE COUNCIL**

Village Hall Committee - CK

KALC - MG

Marsh Forum-CK

Disciplinary and Grievance Committee -ALL

Appeals Committee - ALL

Councillors to serve on reciprocal Complaints Committee for Brenzett Parish Council if required - ALL

Any other Committees requested by Councillors - ALL

**0524-6. DELEGATION OF RESPONSIBILITIES FOR THE CONTINUING TERM OF THE
COUNCIL**

Annual Review of all Parish Council Paperwork -MG

Annual Review of Fixed Assets – ALL

Annual Risk and Financial Risk Assessment – ALL

Internal Parish Council Audit – L Robbins

Councillors Responsible for Finance -ALL

Annual Review of Insurance Arrangements – On Receipt of Policy - ALL

Councillors responsible for Website and Publicity - ALL

Councillors responsible for assisting with Transparency and Data Protection - MG

Councillors responsible for accuracy of Council Policies - ALL

Councillor with responsibility for Post and Emails - Clerk

Councillor with responsibility for Returning Questionnaires -CK

0524-7. PUBLIC INTERVAL

**0524-8. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL
REGULATIONS**

The Councillors agreed that the standing orders and financial regulations are in order.

- 0524-9. CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS**
Renewal of Insurance for Year 2024/2025. Councillors unanimously agreed to accept the Zurich Insurance quote
Self-Insurance of Parish Council Assets
- 0524-10. REVIEW OF SUBSCRIPTIONS**
The Councillors reviewed the subscriptions, no changes required.
- 0524-11. REVIEW OF COMPLAINTS PROCEDURE**
The Councillors agreed that the current policies and procedures are in order.
- 0524-12. REVIEW OF THE COUNCIL'S POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION**
The Councillors agreed that the current policies and procedures are in order.
- 0524-13. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**
The Councillors agreed that the current policies and procedures are in order.
- 0524-14. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURES**
The Councillors agreed that the current policies and procedures are in order.
- 0524-1. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING**
The Councillors unanimously agreed to continue with the 3rd Monday of every other month
- 0524-15. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**
The minutes of the previous meeting were unanimously agreed as a true reflection of the meeting to be signed by Cllr Gillies. Proposed Cllr Bicknell, seconded Cllr Gillies
- 0524-16. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**
None
- 0524-17. 21. CORRESPONDENCE AND GENERAL COUNCIL BUSINESS**
- a. Correspondence – Village Hall Support. Following a discussion lead by D Roper on behalf of the village hall, the Councillors unanimously agreed to continue to support the Village Hall with payments for grounds maintenance. Proposed Cllr Gillies, Seconded Cllr Bicknell and unanimously agreed.
 - b. The Harrier Support. The Councillors unanimously agreed to a request for £500 to support the Marsh Harrier to meet rising print costs. Proposed Cllr Gillies, seconded Cllr French.
- 0524-18. FINANCE**
- c. Consideration of the External Audit Report for 22-23. The Councillors accepted and noted the Mazaar external audit report
 - d. Consideration of the Internal Auditors Report 23-24. The Councillors approved and accepted Mr Robbins report
 - e. Review of Effectiveness of Internal Auditor. The Councillors agreed to use Mr Robbins for the 24/25 audit
Review of System of Internal Control. The Councillors agreed that the current policies and procedures are in order.

- f. Consideration of the Findings of the Review by Members of the Meeting as a whole. The Councillors approved and agreed the review findings
- g. Completion of Certificate of Exemption. The Councillors approved the certificate of exemption which was duly signed by Cllr Gillies and the Clerk
- h. Approval of the Annual Governance Statement by the members meeting as a whole – Section 1
- i. Signature and Dating of the Statement by the person presiding at the meeting and Clerk – Section 1. The Councillors reviewed an unanimously approved the Annual Governance statement which was signed by Cllr Gillies and the clerk
- j. Consideration of the Accounting Statements by the members meeting as a whole
- k. Approval of the Accounting Statements by the members meeting as a whole – Section 2
- l. Signature and Dating of the Accounting Statements by the person presiding at the meeting – Section 2. The Councillors reviewed an unanimously approved the accounting statement which was signed by Cllr Gillies.
- m. Review of Direct Debits – No changes required
- n. Accounts to be paid & Bank Reconciliation. No queries raised on the accounting statements. 2 Councillors to authorise the outstanding invoices.

0524-19. DISTRICT COUNCILLORS REPORT
Presented at the Annual Parish Meeting held earlier

0524-20. PLANNING
None

0524-21. ITEMS FOR FUTURE AGENDA
Items for discussion only. No decisions can be made under this heading.

Grants for Village Broadband
Youth Club
Play Area
Emergency Plan
Footpath
Anti-social behaviour

The meeting closed at 8.50pm