

## MINUTES OF WESTONBIRT WITH LASBOROUGH PARISH COUNCIL AGM ON 4<sup>TH</sup> MAY 2016

**PRESENT** – Councillors Geraldine Shepherd (GS), Colin Baber (CB), John Hatherell (JH), Annabella Scott (AS) and Mark Winston-Davis (MWD). District Councillor Jim Parsons (JP). Parish Clerk John Shepherd (JS)

### **1. ELECTION OF CHAIRMAN**

The Vice-Chairman, CB, temporarily took the chair for the election of the Chairman.

AS proposed GS as Chairman

CB seconded GS as Chairman

JH and MWD voted in favour

GS was duly elected Chairman and resumed the chair.

### **2. ELECTION OF VICE-CHAIRMAN**

AS proposed CB as Vice-Chairman

GS seconded CB as Vice-Chairman

JH and MWD voted in favour

CB was duly elected Vice-Chairman.

### **3. ACCEPTANCE OF OFFICE**

All Councillors present signed their Acceptance of Office Declarations as Councillors and the Chairman and Vice-Chairman signed their Acceptance of Office Declarations in those roles.

### **4. MINUTES OF LAST ANNUAL GENERAL MEETING**

No corrections were noted to the minutes of the previous AGM which were approved.

Proposed CB, Seconded JH. AS, GS and MWD voted in favour.

### **5. MATTERS ARISING**

None.

### **5. REVIEW of ANNUAL INTERNAL AUDIT REPORT 2015/16**

Councillors noted that the accounts had been internally audited and that the Internal Auditor had made no observations.

### **7. REVIEW and SIGNING of ANNUAL GOVERNANCE STATEMENT 2015/16**

Councillors reviewed and approved the Annual Governance Statement which was duly signed by GS as Chair and JS as Clerk.

### **8. REVIEW OF FINANCE 2015/16 – Accounts, Bank Reconciliation, Property & Investment Register**

Councillors reviewed the financial documents and carried out a bank reconciliation. All was in order.

### **9. REVIEW and SIGNING of ACCOUNTING STATEMENTS 2015/16**

Councillors reviewed and approved the Accounting Statements 2015/16.

Proposed JH, Seconded MWD. CB, GS and AS voted in favour.

It was then duly signed by GS as Chair and JS as Clerk.

### **10. REVIEW and ADOPTION of FINANCIAL REGULATIONS**

Councillors considered the paper “Proposed Amendments to Westonbirt with Lasborough Parish Council Financial Regulations dated 12 August 2013” produced by JS proposing some minor but necessary amendments. He had reviewed Financial Regulations and otherwise considered that they remained in all other respects fit for purpose. Councillors approved the proposed changes unanimously.

**11. To AGREE to REVIEW the RISK MANAGEMENT POLICY at the NEXT COUNCIL MEETING**

It was agreed that the review of the Risk Management Policy would be included on the agenda of the next parish council meeting.

**12. To AGREE an ANNUAL PROGRAMME to REVIEW OTHER POLICY and PROCEDURAL DOCUMENTS at the NEXT COUNCIL MEETING**

It was agreed that the development and agreement of an Annual Programme to review other policy and procedural documents would be included on the agenda of the next parish council meeting.

In this context, JS referred to the list of core governing documents for parish councils as given in the Governance Toolkit<sup>1</sup>. We already have most of those that are relevant to us, but two key documents are missing. These are Standing Orders and arrangements for handling complaints. In both cases, it should be possible to find suitable existing documents that can be adapted to meet our needs. JP said that he was sure that he could help.

**13. To AGREE the PURCHASE of MICROSOFT OFFICE 365 for the NEW PARISH LAPTOP COMPUTER.**

JS reported that the new laptop computer was being purchased out of the grant from the Transparency Fund. However, it came with no application software. The most cost effective way to get what was required for the parish office, e.g. Outlook, Word, Excel, etc., was to purchase an annual licence for Microsoft Office 365. For security, suitable anti-virus software would also be required. The purchase of both was unanimously approved.

**14. To AGREE the TIME and PLACE of FOUR ORDINARY COUNCIL MEETINGS prior to the NEXT AGM**

As agreed at the meeting on the 27<sup>th</sup> April 2016, there would be four meetings prior to the next AGM (instead of three) in order to ensure that there was no gap of more than six months between two non-adjacent meetings.

As tasked at that meeting, JS had produced proposed dates together with alternatives.

These were discussed and the agreed dates were:

13 July 2016,

21 September 2016,

07 December 2016 and

15 February 2017.

The next AGM would be on 3 May 2017.

The date and venue of next year's Annual Parish Meeting would be discussed and decided at a future Parish Council meeting.

Meeting closed.

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<sup>1</sup> Governance Toolkit for Parish and Town Councils, jointly developed by and on behalf of ACSeS, SLCC, Standards Board of England, NALC and LGA.