

MINUTES OF WESTONBIRT WITH LASBOROUGH PARISH COUNCIL AGM ON 3rd MAY 2017

PRESENT – Councillors Geraldine Shepherd (GS), Colin Baber (CB), John Hatherell (JH), Annabella Scott (AS) and Parish Clerk John Shepherd (JS).

APOLOGIES - Received from Councillor Mark Winston-Davis

1. ELECTION OF CHAIRMAN

The Parish Clerk, JS, temporarily took the chair for the election of the Chairman.

AS proposed GS as Chairman

JH seconded GS as Chairman

CB voted in favour

GS was duly elected Chairman and resumed the chair.

2. ELECTION OF VICE-CHAIRMAN

AS proposed CB as Vice-Chairman

JH seconded CB as Vice-Chairman

GS voted in favour

CB was duly elected Vice-Chairman.

3. ACCEPTANCE OF OFFICE

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 AS. Agreed unanimously

5. MATTERS ARISING

None.

6. REVIEW OF INVENTORY OF LAND AND ASSETS, INCLUDING BUILDINGS AND OFFICE EQUIPMENT

JS referred to the comments by the External Auditor last year that the office equipment should have not been depreciated in value and that all assets should be accounted for at purchase cost irrespective of current value. JS provided an updated Asset Register for the year ending 31 March 2016 with the office equipment listed at purchase cost, giving a RESTATED overall figure of £585. JS also provided the Asset Register as at 31 March 2017 which included the new laptop computer at purchase cost giving a current overall total of £945. These figures for the previous and current years were used in the Accounting Statement for the current year.

7. REVIEW OF ANNUAL INTERNAL AUDIT REPORT 2016/17

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

8. REVIEW AND SIGNING OF ANNUAL GOVERNANCE STATEMENT 2016/17

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

9. REVIEW OF FINANCE 2016/17 – Accounts, Bank Reconciliation, Property & Investment Register

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

10. REVIEW AND SIGNING OF ACCOUNTING STATEMENTS 2016/17

Councillors reviewed and approved the Accounting Statements 2016/17.

Proposed CB, Seconded JH. Agreed unanimously

It was then duly signed by GS as Chair and JS as Responsible Financial Officer.

11. REVIEW OF COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES

Councillors noted that with the separation of the professional and staff functions of the SLCC into SLCC (professional) and ALCC (staff), the subscription to SLCC had reduced from £48 to £38 per year. The subscription to GAPTC had increased slightly to £48.93 as this was based upon the number of electors in the parish, which had increased. In response to a query from Councillors, JS confirmed that both continued to provide value to the Clerk and to the Council.

12. REVIEW AND ADOPTION OF STANDING ORDERS

Councillors noted that Standing Orders had been reviewed and adopted on 21 September 2016, only seven months ago. No amendments had been proposed. Their adoption was confirmed.
Proposed CB, Seconded JH. Agreed unanimously

13. REVIEW AND ADOPTION OF FINANCIAL REGULATIONS

JS pointed out that Financial Regulations had been reviewed at the previous meeting in February this year and minor amendments approved. He had not identified the need for any further amendments. No other amendments were proposed and Councillors approved Financial Regulations unchanged.
Proposed GS, seconded JH. Agreed unanimously

14. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

JS pointed out that we were not holding a Parish Party this year but were providing refreshments at the Annual Parish Meeting. After discussion, it was agreed to retain the event cover on the policy.

15. 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.

16. 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.

17. APPROVAL OF 2017/2018 BUDGET PAYMENTS.

JS reported that four items included in the 2017/2018 budget had been approved by the Chairman and Vice-Chairman ex-committee and asked for approval of these items to be ratified. They were:

1. Refund to JS of the cost of the renewal of software licences for the PC laptop computer, Norton Security Standard and Office 365, totalling £59.98.
2. Refund to JS of the cost of SLCC Membership for the PC of £38.
3. Payment to JS his stipend for the period 1 September 2016 to 31 March 2017 of £480.
4. Payment to GAPTC of the annual subscription for 2017 of £48.93.

All payments were approved unanimously

Proposed CB, seconded AS

18. REVIEW OF ACTIONS FROM THE ANNUAL PARISH MEETING 2017

JS reported that the "Posh Nosh" sign at the entrance to the one-way system leading to the village had been removed but that one remained, screwed to the fence of Mr Lineham's property adjacent to the A433. He asked Mr Lineham's intentions regarding the sign who responded that he had not decided what to do.

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JS had written to Cotswold District Council and to Gloucestershire Highways regarding the “ALDACRE” sign on the verge outside the Aldacre drive. Cotswold District Council had responded that as it was on the verge, it was a matter for Gloucestershire Highways to resolve.

JS reported that the overhanging branches on the one-way road opposite the Old Rectory appeared to have been removed.

There had been no progress yet on the other actions listed in the draft minutes.

14. TO AGREE THE TIME AND PLACE OF FOUR ORDINARY COUNCIL MEETINGS PRIOR TO THE NEXT AGM

JS had produced proposed dates for these meetings.

These were discussed and the agreed dates were:

12 July 2017,

20 September 2017,

06 December 2017 and

14 February 2018.

The next AGM would be on 9 May 2018.

The date and venue of next year’s Annual Parish Meeting would be discussed and decided at a future Parish Council meeting. However, it would probably be on a Wednesday evening during March 2018.

Meeting closed.