

**Shottisham Parish Council**

**Minutes of the Annual General Meeting held on Tuesday 9th May 2017**  
**at Shottisham Trust Hall**

**Present:** Chairman Mike Hazelwood (MH), Cll K Dunnett (KD), Cll P Widdup (PW) and Cll P Bouscarle (PB),

**Attendees:** (SCDC) Cll C Block (CB), Clerk L Roberts (LR), two members of the public

**1-09/05/17 To Elect a Chair and Sign Declaration of Acceptance of Office:**

Cll KD proposed that Mike Hazelwood continue as Chair for 2017-2018. This was seconded by Cll PB and carried unanimously. MH duly signed the Declaration of Acceptance of Office, countersigned by the Clerk.

**2-9/05/17 To Elect a Vice-Chair:**

Cll MH proposed that Cll PB was appointed as the new Vice-Chairman. This was seconded by Cll PW and carried unanimously.

**3-9/05/17 Chairman's Welcome and Apologies for Absence:**

Apologies received from (SCC) Cll Andrew Reid (AR) and Cll N Good (NG)

**4-9/05/17 Public Forum:**

No issues were raised.

**5-09/05/17 SCC and SCDC Reports:**

See minutes from Annual Parish Meeting available on [www.shottisham.onesuffolk.net](http://www.shottisham.onesuffolk.net)

**6-9/05/17 Councillors' Declaration of Interest: None**

**7-9/05/17 Adoption of Standing Orders and Financial Regulations (all sent out in advance):**

Councillors confirmed the adoption of the newly reviewed Standing Orders and Financial Regulations and these were duly signed by the Chairman MH.

**8-9/05/17 a) To sign Internal Control Statement b) To sign Annual Governance Statement for external audit c) To approve accounts for 2016-17 (all sent out in advance):**

Council confirmed that the financial regulatory controls were being followed and Chair MH duly signed the Annual Government Statement and the Internal Control Statement. The accounts were disseminated, agreed and were duly signed by Chair MH and by the Clerk.

**9-9/05/17 To appoint an internal auditor:**

Trevor Brown (retired employee of Heelis and Lodge) was appointed as internal auditor again this year. Proposed by Cll PB and seconded by Chairman MH.

**10-9/05/17 Signing of Minutes of 14<sup>th</sup> March 2017:**

Minutes of regular meeting of 14<sup>th</sup> March 2017 were approved as an accurate record of the meeting and were duly signed by the chairman MH.

**11-9/05/17 To review Asset Register:**

Copies of the existing asset register were disseminated and read prior to the meeting. Amendments required include: **deletion** of the storage boxes as they are no longer available or suitable for use and **wheeled** needs to be added to the first strimmer which cost £550 to distinguish it from the second strimmer that cost £140. There is a question as to where the chain harrow is stored and this will be checked on before the next meeting. There was also a query as to what the Community Assets worth £6,000 actually consist of which no-one was very sure of. Clerk LR will check through the minutes from 31/3/2013 to see if this can be clarified and will report back at the next meeting. Changes to the register will need to be approved at the next meeting in July.

**12-9/05/17 To review Risk Analysis and Insurance Policy:**

The current insurance policy was reviewed and the cover deemed adequate. The financial risk assessment was reviewed and it was decided that a number of changes were required to bring it up to date. Cll PW has offered to change the PDF document to a Word document so that the clerk LR can amend the document and bring it back for review at the next meeting. Cll PB has agreed to go through the property risk assessment too and make some proposed changes in readiness for the next meeting.

**13-9/05/17: To discuss availability of Community Land Trusts for affordable housing (Cll CB):**

(SCDC) Cll CB talked about the affordable housing and community land trusts that the government are making available to parishes that have a high percentage of second homes. She will forward on a copy of the flyer that explains this concept in more detail. CB suggests applying for a grant to get advice on this and recommends that a group of villages work together on this rather than trying to go it alone. She suggests that someone from the council comes along to the next group meeting in Hollesley. Clls PB and PW expressed an interest in attending.

**14-9/05/17 Clerk's report and Finance Update:**

This and all other documentation relating to the Parish Council can be seen on the Shottisham Village website in accordance with the new Transparency laws. (See [shottisham.onesuffolk.net](http://shottisham.onesuffolk.net)) The clerk LR told the council that she has now taken over the responsibility of updating the website since Cll Jay Fletcher's resignation, to ensure that the transparency laws are complied with. MH asked LR if she would take the aerial photograph of Shottisham off the website as the photograph is not actually of the village. She agreed that this could be done once a more suitable photograph of the village is provided that can be used instead.

At the close of business on 3<sup>rd</sup> April 2017 the bank accounts were as follows:

- **Current Account:** £8,370.22
- **Saving Account 1:** £1674.78
- **Savings Account 2:** £193.90

**15-9/05/17 Financial matters:**

- a) Update on signatories for bank account

There has been no update from Santander on Cll KD being added as a signatory to the bank accounts as yet. MH has given the clerk a new form to add Clls PB and PW as two more signatories too. LR will ensure this is completed and sent off as soon as possible. In the meantime the cheques will need to be countersigned by ex-councillor Jay Fletcher who is the only other signatory on the bank accounts.

01-090517

- b) Signing of cheques
  - i. Clerk's wages £370
  - ii. Clerk's expenses £56.16
  - iii. SALC subscription £131.28

**16-9/05/17 Update on Highways Issues:**

See minutes from the Annual Parish Meeting available on [www.shottisham.onesuffolk.net](http://www.shottisham.onesuffolk.net)

**17-9/05/17 To receive updates on playground issues including football nets.**

See minutes from the Annual Parish Meeting available on [www.shottisham.onesuffolk.net](http://www.shottisham.onesuffolk.net)

**18-9/05/17 Conflict of interest concerns regarding marquee hire:**

Chairman MH explained that there was no conflict of interest regarding hiring the marquees to the Sutton Plough because there was no financial gain involved. He went on to say that Clls NG and KD were appointed to manage the hiring of the marquees at the AGM last year, which they have been doing successfully all year. There has been a problem with the invoicing of the marquees because there has been no clerk in place since April 2016. As a result the Sorrel Horse still needs to be invoiced for £100 and the Sutton Plough for £500. The clerk will send out the invoices for these amounts once she receives the booking dates from Cll KD. Cll KD has decided to step down from managing the marquees as from now and the clerk has agreed to take over the responsibility of the booking of the marquees in future. Once any new bookings are received they will be forwarded onto the council who can then decide who is available to erect and dismantle them, if necessary. The clerk can then invoice the clients directly.

**19-9/05/17 Matters to be brought to the attention of the Council:**

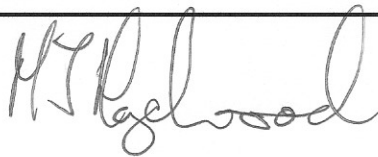
No matters were brought to the attention of the council.

The meeting ended at 10:15 pm.

**Date and Time of next meeting: 11<sup>th</sup> July at 7.30 at the Trust Hall.**

---

Chairman:



**Date: 11<sup>th</sup> July 2017**