

Corringham Parish Council & Burial Authority

Minutes of Annual Meeting May 9th 2023

Minutes of the Annual Meeting of Corringham Parish Council, held on Tuesday 9th April 2023 at 7.15 pm at Corringham Village Hall

Present: Parish Councillors: D. Semley, S Blades, M. Parr

7.15pm – Public Forum:

One member of public present – No comments to Council

Report from Cllr. Howitt-Cowan was circulated prior to the meeting.

AGENDA

1. ACCEPTANCE OF OFFICE & Code of Conduct

Cllrs. Blades, Parr & Semley accepted their offices of Council members and signed Declaration of Office & received and signed for Code of Conduct

2. ELECTION OF CHAIR followed by Declaration of Office.

Cllr. Semley was elected as Chairman and duly signed the Declaration of Office

3. ELECTION OF VICE-CHAIR

Cllr. Blades was elected as Vice Chairman – Declaration of Office to be signed at next meeting

4. CHAIRMAN'S WELCOME

Cllr. Semley took the Chair and welcomed all to the meeting.

5. APOLOGIES FOR ABSENCE

None

6. SIGNING OF POST ELECTION FORMS

Register of Members interest forms were completed and signed

7. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

None in relation to this agenda

8. MINUTES - To consider and resolve to:

RESOLVED – That the minutes of the Ordinary Meeting held Tuesday 4th April 2023 were approved and signed as a correct record of the meeting.

- i. Newsletter now ready for distribution
- ii. Ground now warm enough for Cemetery noticeboard and pond safety equipment to be erected. Cllr. Semley to organise.
- iii. Cllr. Semley to seek quotes for tree works in Cemetery

9. BUSINESS MATTERS FOR CONSIDERATION – To consider and review:

- a. Review and adoption of appropriate Standing Orders and Financial Regulations.
 - i. **RESOLVED - That the Standing Orders be adopted with a review date of January 2024**
 - ii. Cllr. Semley requested that the Financial Regulations be amended to include additional checks on payments.
RESOLVED - That the Financial Regulations be amended and adopted at next meeting

Corringham Parish Council – Annual Meeting of the Council on Tuesday 9th May 2023. Minutes approved as a true and accurate record and signed as so by the Chair presiding...**Diane Semley**

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- b. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies, and businesses.
 - i. Ashwin Charity – Issues with banking still not resolved. Ongoing.
 - ii. Recreation Ground – Nothing to report
- c. Review of representation on or work with external bodies and arrangements for reporting back.
Nothing to report
- d. Review of inventory of land and other assets including buildings and office equipment.
 - i. Asset register - Updated as per RFO end of year report
 - ii. Ashwin Land holding – Ongoing pending information on deed
 - iii. Cemetery landholding – Currently being registered at Land registry
 - iv. Office equipment – Filing cabinets and laptop currently with Cllr. Semley
- e. Confirmation of arrangements for insurance cover in respect of all insurable risks.
 - i. **RESOLVED – To accept insurance quotation.**
- f. Review of the Council's and/or staff subscriptions to other bodies.
 - i. LALC subscriptions – Already paid from 2022-23 budget
- g. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*).

ALL RELEVANT POLICIES CIRCULATED PRIOR TO THE MEETING.

- i. **RESOLVED – To accept the following policies as current with a review date of May 2024:**
 - a. Burial Policy
 - b. Communications policy
 - c. Data breach policy
 - d. Expenses policy
 - e. Grant & Donation policy
 - f. Lost Child & Vulnerable person policy
 - g. Internal Controls policy
 - h. **RESOLVED – To accept amendments to the Risk Assessment to further strengthen financial and asset controls**
 - i. Council's expenditure incurred under s.137 of the Local Government Act 1972 (General power of competence does not apply) in relation to Memorial Wreath & Donation to Willingham band for Jubilee celebrations was reviewed.
- h. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

RESOLVED – To hold meetings on first Tuesday of month, August meeting to be reviewed nearer the date

- i. Review of existing committees and review of the Terms of Reference.

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i. **RESOLVED - To accept terms and conditions of Finance committee**

10. **FINANCIAL REPORTS** – To receive the financial report and approve payments.

i. RFO report – April 2023 & Year end 2022/23

RESOLVED – To accept RFO reports as a true and accurate record.

- a. **RESOLVED – To approve payments as presented on payment sheet – Duly signed**
- b. £1,506.72 VAT claim now received. VAT being recorded on expenditure spreadsheet going forward.
- c. Awaiting payment of rebate on Non-Business rates for cemetery - £1,130.11
- d. Banking – Cllrs Blades and Parr both given key cards to enable them to access bank account.

ii. Audit Report – Accepted as having been instrumental in helping the Council comply with its legal requirements.

iii. Review and Signing of AGAR – *On advice from LALC and Internal Auditor and inline with Practitioners Guide, to enable Council to sign AGAR documents, Cllr. Semley stood down as Chair for this section of the meeting and Cllr. Blades took the chair. Cllr Blades signed as Chair and Cllr. Semley signed as RFO & Clerk*

RESOLVED – To accept AGAR documents as a true and accurate record of the Council's financial activities in the 2022-23 financial year. AGAR duly signed

11. **PLANNING MATTERS** – Application in Aisby considered

RESOLVED – No comment from Council

12. **CORRESPONDENCE**

Emails circulated prior to meeting. No further correspondence.

13. **ONGOING MINOR ITEMS AND AGENDA ITEMS FOR THE NEXT MEETING**

- i. Road sign at end of Pilham Lane missing – To be reported
- ii. Budget Review for next meeting
- iii. Financial Regulations adoption at next meeting

14. **DATE OF NEXT MEETING** – Date of the next Ordinary meeting **6th June 2023 – 7.15pm**

Parish Assembly Tuesday 16th May 7.00pm.