

# Corringham Parish Council & Burial Authority

## Minutes of Ordinary Meeting January 2nd 2023

Minutes of an Ordinary meeting of Corringham Parish Council, held on Tuesday 2<sup>nd</sup> January 2024 at 7.15 pm at Corringham Village Hall

Present: Parish Councillors: D. Semley (Chair), S Blades, J Tipping, M Johnson

7.15pm – Public Forum: No members of the public were present

### Item

#### 1. CHAIRMAN'S REMARKS

Meeting was opening by Cllr. Semley wished all a happy new year. She outlined the council's aims for the coming year and hoped the council could move forward with new ideas and a fresh outlook.

The chair advised Standing Orders & Nolan Principles were in place.

#### 2. APOLOGIES FOR ABSENCE – None

#### 3. DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND TO RECEIVE ANY APPLICATIONS FOR DISPENSATION IN RELATION TO DISCLOSABLE PECUNIARY INTEREST – None

#### 4. MINUTES - To consider and resolve to accept as a true and accurate record and discuss matters arising:

**RESOLVED - That Minutes of the Ordinary Meeting held Tuesday 2<sup>nd</sup> December 2023 were approved and signed as a correct record.**

#### 5. BUSINESS MATTERS FOR CONSIDERATION

- a. Formal adoption of Acting Clerk & RFO – In line with recommendations made by the internal auditor It was **RESOLVED** to formally appoint Cllr. Semley as Acting Clerk & Responsible Financial Officer, in an unpaid capacity, until a new Clerk could be appointed.
- b. Civility & Respect Pledge – It was **RESOLVED** to defer this matter to a future meeting pending further consideration.
- c. Ashwin Charity update – Cllr. Semley has spoken to a solicitor with a view to preparing documentation to update the governance of the charity so that it can be administered. It was **RESOLVED** to call a meeting of the trustees to agree a way forward.
- d. Allotments – Thonock update & Rental Contracts. – Awaiting information on current contracts.
- e. Audit 2023-24 – The internal audit for 2023-24 period has taken place. Overall the auditor was very satisfied with the procedures, practices and governance of the Council. Currently awaiting the written report.

In the meanwhile it was **RESOLVED** to accept the following recommendations:

- Minutes are sequentially numbered starting at "1" each year
- Website is reviewed and updated and missing documents are added. This is already in hand.
- Formal adoption of acting clerk and RFO (see item 5a)

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- Payments to be made are listed on the meeting agenda and a resolution minuted to confirm payments to be made. This will ensure that members and the electorate can readily view the payments.
- f. Asset Register – The asset register was reviewed. It was **RESOLVED** that the fire equipment be offered to the village hall
- g. Risk Assessment – Deferred to May meeting.
- h. Councillor email addresses – New councillors were advised on the setting up of council specific email addresses.
- i. Access to bank account – It was **RESOLVED** that the new councillors be added to the list of people with viewing access to the bank account.
- 6. FINANCIAL REPORTS** – To receive the financial report and approve payments.
- a. Signing of precept request – At this point Cllr. Semley passed the chair to Cllr. Blades (Vice Chairman) so that the precept request could be signed by both chair of the meeting and Clerk. It was **RESOLVED** to sign precept request for £15,000 for the 2024/25 financial year.
- b. RFO Report– It was **RESOLVED** to accept RFO report for December 2023 as presented.

DESCRIPTION	COMMENT
Monies in bank as of 29th December 2023	Current Account = <b>£3,340.08</b> BMM (Reserve) Account = <b>£20,952.66</b> Total = <b>£24,292.74</b> <b>Bank reconciled to 29/12/2023</b>
Bank activity	Bank charges December 2023 = <b>£8.00</b> Interest on reserve account December 2023 = <b>£33.85</b>
Paid invoices & expenses	Village Hall – Room hire - <b>£26.00</b>
Outstanding invoices & expenses	None currently
Income received	None
Income outstanding	None
VAT	To date - <b>£132.11</b>

- c. Approve Payments –It was **RESOLVED** to approve payment of £26 to Village Hall for hire of meeting room .
- 7. PLANNING MATTERS** - None
- 8. CORRESPONDENCE**
- a. E-mails had been circulated prior to meeting for information only.
- 9. ONGOING MINOR ITEMS AND AGENDA ITEMS FOR THE NEXT MEETING**
- a. Hedges obstructing fire hydrant signs.
- b. Grit bin in Aisby is not central enough.

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- c. Newsletter required
- d. Pictures required for website – Photographic competition discussed.
- e. Aisby Noticeboard would benefit from being in a more central position?

**10. DATE OF NEXT MEETING** – To resolve to note the next Ordinary Meeting of the Parish Council will be on **Tuesday 6<sup>th</sup> February 2024 – 7.15pm – Venue: Corringham Village Hall**

**Meeting Closed: 20.45**