

**MINUTES of the Annual General Meeting of Little Downham Parish Council held in the Village Hall,
Little Downham, on Thursday, 12th May 2016 commencing at 7.00pm.**

Councillors present: JL Waters, in the chair, and JW Barker, LEA Joel, RS Martin, MAC Seidler, BL Taylor, GH Taylor, and KO Winters. **Clerk:** Mrs J Wardle

Other attendees: Dist. Cllr M Bradley and two parishioners.

1/16 **TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE** – Cllr MM Oldfield, Dist. Cllr A Bailey and County Cllr L Dupre.

2/16 **TO ELECT CHAIRMAN OF THE COUNCIL 2016/2017**

1. It was proposed by Cllr KO Winters and seconded by Cllr GH Taylor that Cllr JL Waters be nominated for Chairman. It was also proposed by Cllr MAC Seidler and seconded by Cllr RS Martin that Cllr LEA Joel be nominated for Chairman. A vote on the two nominations resulted in 5 votes for Cllr Waters and 3 votes for Cllr Joel.

Resolved unanimously to duly elect Cllr JL Waters as Chairman for 2016/17.

Cllr Waters formally accepted the position of Chairman of Little Downham Parish Council and signed the Declaration of Acceptance of Office as Chairman.

3/16 **TO APPOINT VICE CHAIRMAN OF THE COUNCIL 2016/2017**

1. It was proposed by Cllr LEA Joel and seconded by Cllr MAC Seidler that Cllr MM Oldfield be nominated as Vice Chairman. It was also proposed by Cllr JW Barker and seconded by Cllr GH Taylor that Cllr KO Winters be nominated for Vice Chairman. A vote on the two nominations resulted in 2 votes for Cllr Oldfield, 5 votes for Cllr Winters and 1 abstention.

Resolved unanimously to duly appoint Cllr KO Winters as Vice Chairman for 2016/17.

Cllr Winters accepted the position of Vice Chairman of Little Downham Parish Council.

4/16 **PUBLIC FORUM** – No comments

5/16 **TO APPOINT REPRESENTATIVES ON THE FOLLOWING BODIES:**

1. Book Café Subcommittee (3) - Cllrs CE Hall, MAC Seidler and GH Taylor
2. Downham Parish Conservation Group (1) - Cllr JW Barker
3. Parish Website Working Group (1) – Robin Pearl with liaison from the Clerk
4. Village Hall Committee (1) – Cllr J Waters
5. Youth Group (2) – The Clerk will enquire if the Youth Group is still running.
6. Downham, Pymoor & Coveney Parish Magazine (1) – Cllr CE Hall
7. Pavilion Working Group – Cllrs CE Hall, LEA Joel, MM Oldfield, MAC Seidler, KO Winters
8. Cemetery Working Group – Cllrs JW Barker, LEA Joel, MM Oldfield, BL Taylor, KO Winters

It was agreed to offer the new councillor the opportunity to be appointed to the working groups. The Clerk informed that the vacant Parish Council Feoffees Representative position will be on the next council agenda for consideration.

6/16 **TO APPOINT MEMBERS AS THE FOLLOWING:**

1. Staff Appraisal Officer – Cllr JL Waters
2. Lead Child Protection Officer – Cllr JL Waters if Cllr MM Oldfield does not want the appointment.

7/16 **FINANCE**

1. **To approve Annual Return Section 1 – Annual governance statement 2015/16** – The Council formally read through the statements and completed Section 1.

Resolved unanimously that the Chairman duly sign Section 1 of the Annual Return 2016.

2. **To approve Year End Accounts 31 March 2016** – The Clerk presented the accounts and the Internal Auditor’s Report. The Report was read to the Council and four matters were brought the Council’s attention.
 1. The year-end balance of General Fund had continued to grow and is now approximately twice the level of expenditure. Although this is for two significant capital projects, it is suggested that if funding is successful or projects cost less than anticipated, the balances should be considered when setting future precept levels.
 2. Following a review of the Financial Risk Assessment and Management, it was noted that the Fidelity Guarantee cover was at £200,000 and that the year end balances had also grown. She recommended that when the insurance levels are reviewed this year, the Fidelity Guarantee be increased to around £216,000.
 3. During the course of the internal audit the fixed assets values disclosed in the financial statements agreed back to insurance documentation. This process identified that the insured values are less than the total replacement value. She understood that the decision to insure a proportion of the replacement cost was taken following advice from the insurance broker, as it is most unlikely that all assets will need replacing at the same time. However, when it comes to renew the insurance this year, Mrs Wallace would like the Council to review these figures and consider the unlikely event that, for example, all public seats needed replacing at the same time, or all the play equipment might need to be replaced following damage. She would like the council to consider if it is sufficiently insured to cover such an eventuality.
 4. Lastly, Mrs Wallace felt she should draw attention to the fact that she has been the Internal auditor for several years since her first appointed in September 2002, so her first year was the 2002/3 financial year. Whilst she is more than happy to continue to do so and is still very independent from the Council with no involvement, she feels it would not be professional of her if she did not raise this matter with the Council. It might feel that a fresh pair of eyes would be a good idea!

The Council noted the points of the report and will review all insurance cover at its next meeting.

Resolved unanimously to approve the Accounts for year ending 31 March 2016.

The Clerk was thanked for her work in producing the accounts.

3. **To approve Annual Return Section 2 Accounting statements 2015/16** – The Clerk/RFO had completed section 1 and signed it on 04/05/16. Following approval of the Year-end Accounts, the figures in Section 2 of the Annual Return were reviewed and approved by the Council.
Resolved unanimously to approve the figures of Section 2 and that the Chairman duly sign Section 2 of the Annual Return 2016.
4. **To review list of Direct Debits** – It was agreed that the direct debits were acceptable.
Resolved unanimously to approve the list of Direct Debits for 2016/17.

8/16 **POLICIES**

1. **To review Standing Orders** – Recommend no change.
Resolved unanimously to approve no change to the Council’s Standing Orders
2. **To review Financial Regulations** – Recommend no change.
Resolved unanimously to approve no change to the Council’s Financial Regulations.
3. **To review Financial Risk Assessment & Management** – The Council reviewed the updated document and approved the amendments.
Resolved unanimously to approve the Council’s Financial Risk Assessment & Management Controls as amended.

There being no further business, the meeting was closed at 7.37pm.

Signed (Chairman) Date