



BREDE PARISH COUNCIL

Minutes of the Annual Meeting of the Council held on Tuesday 4th May 2021 at 7:30pm via Zoom

Present: Councillors L Nottage (Chair), R Oliver, C Apps, J Allison, M Wey, G Olson, and S Hampson
In Attendance: Clerk Tracy Dixon.

36 Election of Chairman

Cllr Nottage was proposed by Cllr Oliver and seconded by Cllr Wey. There were no other nominations. All were in favour

Resolved. Cllr Nottage elected as Chairman

37 Election of Vice-Chairman

Cllr Hampson was proposed by Cllr Nottage and seconded by Cllr Oliver. There were no other nominations. All were in favour

Resolved. Cllr Hampson elected as Vice-Chairman

38 Public Question Time

There were no questions from the public.

39 Apologies for Absence: Cllr Johnson

40 a) Declaration of Interests: None

b) Dispensation Requests: None

41 Appointment of Councillors to Committees and working groups

Some changes were made to the previous appointments

Planning Committee	All Councillors
Brede Village Hall	Cllrs Oliver and Nottage
Website and Facebook	Cllr Apps
Footpaths	Cllr Olson
Highways	All Councillors
Newsletter	Cllr Oliver
ESALC and RALC representatives	Cllrs Nottage and Wey
Recreation Ground	All Councillors
Speed Watch	Cllrs Nottage and Wey
Trees, Seats, Bus Shelters and Bins	All Councillors
Staffing Committee	Cllr Hampson and Allison

Cllr Nottage proposed the new recommendations and Cllr Allison seconded
All were in favour

Resolved. Appointments to Committees and working groups were made as per the published list above.

42 Review of Standing Orders and Financial Regulations

The Standing Orders and Financial Regulations had been circulated. Cllr Apps proposed they were adopted as circulated, Cllr Hampson seconded.

43 Insurance Arrangements for 2021-22

The insurance documents had been circulated and were considered at acceptable levels. It was noted that a full review should be done in May 2022.

Cllr Olson proposed that the Insurance renewal quote from BHIB be accepted, Cllr Wey seconded.

Resolved. To accept the Insurance quote from BHIB for 2021-22

44 To consider and Approve Policies, Procedures and other documents

a) Asset Register

The updated asset register had been circulated. Cllr Allison proposed it was approved, Cllr Oliver seconded.

Resolved. To approve the Asset Register. (see Appendix A)

b) Policies

The policies currently adopted by Council and revision dates were circulated. It was noted that a training and development policy was required and will be prepared during 2021.

	Adopted	Review Date
Child Protection and Vulnerable Persons	26.03.2019	March 2022
Code of Conduct	30.03.2021	March 2023
Complaints Procedure	23.02.2021	February 2023
Document Retention Policy	30.03.2021	March 2023
Equal Opportunities Policy	30.03.2021	March 2023
Freedom of Information	30.03.2021	March 2023
Grievance Policy	27.04.2021	April 2023
Media and Communications Policy	30.03.2021	March 2023
Sickness and Absence Policy	23.02.2021	February 2023
Training and Development Policy	Required	

Cllr Olson proposed that the list of policies and revision dates be approved. Cllr Hampson seconded

Resolved. To approve the list of Policies held and their revision dates.

45 Annual Governance and Accountability return 2020-2021

a) To review and agree the Internal Auditors report

The internal auditors report had been circulated. Council noted the improvements already made and those required which will be actioned during the year. Cllr Nottage proposed that the Internal Audit be accepted, Cllr Olson seconded

Resolved. To approve the Internal Audit. (see Appendix B)

b) To Agree the Annual Governance Statement 2021. (Section 1 of the Annual Governance and Accountability Return (AGAR), and it to be signed by the Clerk and Chairman.

Section 1 had been circulated to Councillors. Cllr Apps proposed that it be approved and signed, Cllr Oliver seconded.

Resolved. To approve and sign the AGAR section 1

c) To agree the Accounting Statements 2020-21 (Section 2 of the AGAR) and it to be signed by the Chairman

Section 2 of the AGAR had been circulated to Councillors. Cllr Hampson proposed that it be approved and signed, Cllr Olson seconded.

Resolved. To approve and sign the AGAR section 2

46 Finance

a) To approve a schedule of Direct Debits for 2020-21

The current direct debits were circulated. It was noted that no revisions were suggested

EDF energy	Community Hall Electric
Onecom	Village Hall Broadband
NEST	Pension Scheme

Cllr Allison proposed that the direct debit list was accepted, Cllr Olson seconded, all in favour.

Resolved. To approve the direct debit list.

) To approve the bank mandate and signatories.

The following list was the current bank mandate. It was note that no further revisions to it were suggested.

	Cheques	Online
Mrs Tracy Dixon Clerk	Signatory, but does not sign	Create only
Cllr L Nottage	Signatory	Create and Authorise
Cllr S Hampson	Signatory	Create and Authorise
Cllr G Olson	Signatory	Create and Authorise
Cllr R Oliver	Signatory	No access
Cllr J Johnson	To be added	To be added.

Cllr Wey proposed that the bank mandate be accepted. Cllr Allison seconded. All in favour

Resolved. To approve the bank mandate as listed.

c)To approve the allocation of CiL money received and how it should be spent.

Community Infrastructure Levy (CiL) money received is currently being held in earmarked reserves. A possible use for the CiL will be for the Community Hall. Cllr Apps proposed that the CiL money remain in earmarked reserves for the Community Hall. Cllr Oliver seconded, all were in favour.

Resolved. To keep the CiL in earmarked reserves for the Community Hall

47 To agree the Meeting Schedule for 2021-2022

Council noted that the legislation for Zoom meeting ceased on 7th May and that meetings must revert to face to face. The Community Room is not big enough for socially distanced meetings.

The following meeting schedule was discussed, all at the Village Hall commencing at 7.30pm

25 th May 2021	Cancel
29 th June 2021	Move to 30 th June in the Larger Hall
27 th July 2021	Move to 28 th July in the Larger Hall

From September meetings to revert to normal day in the Committee Room, Covid restrictions permitting.

28th September 2021
26th October 2021
30th November 2021
25th January 2022
22nd February 2022
29th March 2022

All meetings may be subject to change if needed. Planning meetings will be advertised when required.

Cllr Allison proposed that the meeting schedule, and possible changes if required, be accepted. Cllr Olson seconded, all were in favour

Resolved. To accept the meeting schedule

The meeting closed at 8.05pm