



BREDE PARISH COUNCIL

Draft Minutes of the Annual Meeting of Brede Parish Council held on Tuesday 31st May 2022 at 7:00pm in Trinity Methodist Church Hall

Present: Councillors L Nottage, S Hampson, M Wey, C Apps and J Allison.

In Attendance: Clerk Tracy Dixon

44 Election of Chairman

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

Resolved. Cllr Nottage elected as Chairman. The declaration of Office was signed

45 Election of Vice-Chairman

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

Resolved. Cllr Hampson elected as Vice-Chairman. The Declaration of Office was signed

46 Public Question Time

There were no questions from the public.

47 Apologies for Absence: None

48 a) Declaration of Interests: Cllr Allison for Item 8 (Insurance)

b) Dispensation Requests: None

49 Appointment of Councillors to Committees and working groups

No 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

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

50 Review of Standing Orders and Financial Regulations

The Standing Orders and Financial Regulations had been circulated. Changes to section 18f of the Standing orders were accepted as circulated.

Resolved. Appointments to Standing Orders and Financial Regulations were adopted with changes to section 18f of the Standing Orders.

Cllr Allison restated her interest and took no part in the next item

51 Insurance Arrangements for 2022-23

The insurance was renewed in April, following acceptance of a three year quote from Zurich

Resolved. Council confirmed that the Insurance policy from Zurich for three years was at acceptable levels.

52 To consider and Approve Policies, Procedures and other documents

The policies currently adopted by Council and revision dates were circulated. No further polices were identified as being required at this time.

	Adopted	Review Date
Child Protection and Vulnerable Persons	30.11.2021	November 2023
Code of Conduct	30.03.2021	March 2023
Complaints Procedure	23.02.2021	February 2023
Co-option Policy	30.11.2021	November 2023
Data Protection Policy	30.11.2021	November 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
Grant Awarding Policy	30.06.2021	June 2023
Grievance Policy	27.04.2021	April 2023
Media and Communications Policy	30.03.2021	March 2023
Publication Scheme Policy	30.06.2021	June 2023
Risk Management Policy	29.03.2022	March 2023
Sickness and Absence Policy	23.02.2021	February 2023

Resolved. Council approved the list of Policies held and their revision dates.

53 Annual Governance and Accountability return 2021-22

a) To review and agree the Internal Auditors report

The internal auditors report had been circulated.

Resolved. The Internal Audit was approved. (see Appendix B)

b) To Agree the Annual Governance Statement 2022. (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.

Resolved. Council approved and signed the AGAR section 1

c) To agree the Accounting Statements 2021-22 (Section 2 of the AGAR) and it to be signed by the Chairman

Section 2 of the AGAR had been circulated to Councillors.

Resolved. Council approved and signed the AGAR section 2

54 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

ICO	GDPR compliance
Onecom	Village Hall Broadband
NEST	Pension Scheme

Resolved. Council approved the direct debit list.

b) To approve the bank mandate and signatories.

The following list was the current bank mandate. Cllr Allison to be added to the signatories and online access.

	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 Allison	To be added	

Resolved. Council approved 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.

Resolved. Council agreed to keep the CiL in earmarked reserves for the Community Hall rebuild.

55 To agree the Meeting Schedule for 2022-23

Council had previously discussed and confirmed a change of meeting date to the fourth Tuesday instead of the last Tuesday of the month, excluding August and December.

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

28th June 2022

26th July 2022

August, no meeting

27th September 2022

25th October 2022

22nd November 2022

December No meeting

24th January 2023

28th February 2023

28th March 2023

25th April 2023

23rd May 2023 Annual Meeting of the Council, plus Full Council meeting

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

Resolved. Council agreed to accept the meeting schedule

The meeting closed at 7.17pm