



BREDE PARISH COUNCIL

Minutes of the Annual Meeting of Brede Parish Council held on Tuesday 23rd May 2023 at 7:00pm in Trinity Methodist Church Hall

Present: Councillors L Nottage, S Hampson, J Allison, M Wey, R Oliver, G Olson and M Griffiths

In Attendance: The Clerk, plus one member of the public from 7.25pm.

32 Election of Chairman

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

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

33 Election of Vice-Chairman

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

Resolved. Cllr Hampson elected as Vice-Chairman.

34 Public Question Time

There were no questions from the public.

35 Apologies for Absence: None

36 a) Declaration of Interests: Cllr Allison for Item 12 (Insurance), Cllr Hampson for Item 16 (place of meetings)

b) Dispensation Requests: None

37 Appointment of Councillors to Committees and working groups

The following appointments were made.

Planning Committee	All Councillors
Brede Village Hall	Cllrs Oliver and Nottage
Website and Facebook	Clerk, Mrs Tracy Dixon
Footpaths	Cllr Olson
Highways	All Councillors
Newsletter	Clerk, Tracy Dixon
ESALC and RALC representatives	Cllrs Nottage and Wey
Recreation Ground Development	Cllrs Hampson, Allison, Griffiths and Oliver
Speed Watch	Cllr 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.

38 Review of Code of Conduct

The Code of Conduct was reviewed. No changes had been recommended.

Resolved. The code of Conduct was adopted without changes.

- 39 Review of Standing Orders and Financial Regulations**
The Standing Orders and Financial Regulations had been circulated. No changes had been recommended.
Resolved. The Standing Orders and Financial Regulations were adopted without changes.
- 40 To consider and Approve Policies, Procedures and other documents**
The policies currently adopted by Council and revision dates were circulated. No further policies were identified as being required at this time.

	Adopted	Review Date
Child Protection and Vulnerable Persons	30.11.2021	November 2023
Code of Conduct	30.03.2022	March 2024
Complaints Procedure	22.11.2022	November 2024
Co-option Policy	30.11.2021	November 2023
Data Protection Policy	30.11.2021	November 2023
Document Retention Policy	24.01.2023	January 2026
Equal Opportunities Policy	24.01.2023	January 2026
Freedom of Information	28.02.2023	February 2026
Grant Awarding Policy	25.04.2023	April 2026
Grievance Policy	28.03.2023	March 2026
Media and Communications Policy	28.02.2023	February 2026
Publication Scheme Policy	28.03.2023	March 2026
Risk Management Policy	29.03.2022	March 2024
Scheme of Delegation	28.03.2023	March 2026
Sickness and Absence Policy	22.11.2022	November 2024

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

- 41 Asset Schedule**
The Asset Schedule had been updated and circulated.
Resolved. Council resolved to accept the updated asset schedule as correct.

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

- 42 Insurance Arrangements for 2023-24**
The insurance had been renewed as year 2 of a three year agreement with Zurich. The new play equipment had been added, and an addition for the bus stops was in progress.
Resolved. Council confirmed that the Insurance policy from Zurich for the next year was at acceptable levels.

- 43 Annual Governance and Accountability return 2022-23**

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 2032. (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 2022-23 (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

d) To approve the Excise of Public Rights dates

The Excise of Public Rights dates had been set as Tuesday 20th June to Monday 31st July.

Resolved. Council approved the Excise of Public Rights dates as correct, to be 30 working days and to include the first 10 days of July,

44 Finance

a) To approve a schedule of Direct Debits for 2023-24

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	Full Signatory	Create and Authorise
Cllr S Hampson	Limited Signatory	Create and Authorise
Cllr G Olson	Full Signatory	Create and Authorise
Cllr R Oliver	Limited Signatory	No access
Cllr Allison	Full Signatory	Create and Authorise

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 resolved to keep the CiL in earmarked reserves for the Community Hall rebuild.

d)To approve appointment of Keith Robertson as Internal Auditor.

Keith Robertson had completed the 2022-23 audit to a high standard.

Resolved. Council resolved to appoint Keith Robertson as Internal Auditor for 2023-24.

45 To adopt the General Power of Competence (GPoC)

Following the elections on 4th May, Brede Parish Council had 7 councillors returned as elected out of a possible 9, (more than two thirds) and a CiLCA qualified clerk, allowing them to adopt the General Power of Competence (GPoC).

Resolved. Council resolved to adopt the General Power of Competence from 23rd May 2023 until the next relevant Annual Meeting of the Council, having met the conditions of eligibility as defined in the Localism Act 2011.

Cllr Hampson restated his interest and took no part in the decision regarding venue of meetings.

46 To agree the Meeting Schedule for 2022-23

Council currently met on the fourth Tuesday of the month at the Trinity Methodist Church Hall. An alternative meeting place of the Village Hall was discussed.

Resolved. Council resolved to continue meeting on the fourth Tuesday of the Month, excluding August and December, but to alternate the meeting place. Planning meetings would continue to be called when required, at a suitable venue. All meetings were subject to a change of day, time or places as required.

Meeting dates and venues for 2023-24, (Recommended)

27th June 2022	Brede Village Hall
25th July 2022	Trinity Methodist Church
August, no meeting	
26th September 2022	Brede Village Hall
24th October 2022	Trinity Methodist Church
28th November 2022	Brede Village Hall
December No meeting	
23rd January 2023	Trinity Methodist Church
27th February 2023	Brede Village Hall
26th March 2023	Trinity Methodist Church
23rd April 2023	Brede Village Hall
28th May 2023	Trinity Methodist Church
(Annual Meeting of the Council, plus Full Council meeting)	

The meeting closed at 7.28pm

L Nottage
Chair of Brede Parish Council