



# BREDE PARISH COUNCIL

**Minutes of the Annual Meeting of Brede Parish Council held on Tuesday 28<sup>th</sup> May 2023 at 7:00pm in Trinity Methodist Church Hall**

**Present:** Councillors S Hampson (Chair), M Griffiths, G Olsen, M Wey and D McDonald

In Attendance: The Clerk.

**30 Election of Chairman.** Cllr Hampson was proposed by Cllr Griffiths and seconded by Cllr McDonald. There were no other nominations. All were in favour.

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

**31 Election of Vice-Chairman**

Cllr Duffield was proposed by Cllr Griffiths and seconded by Cllr Olson. There were no other nominations. All were in favour. (Cllr Duffield had indicated his acceptance to be elected in his absence).

**Resolved. Cllr Duffield was elected as Vice-Chairman.**

**32 Public Question Time.** None

**33 Apologies for Absence:** Cllrs Duffield, Oliver, Allison and Chamberlain

**34 a) Declaration of Interests:** None

**b) Dispensation Requests:** None.

**35 Appointment of Councillors to Committees and working groups**

The following appointments were made.

Planning Committee	All Councillors
Brede Village Hall	Cllrs Duffield and McDonald
Website and Facebook	The Clerk
Footpaths	Cllr Olson
Highways	All Councillors to report issues
Newsletter	The Clerk
ESALC and RALC representatives	Cllrs Griffiths and Wey
Recreation Ground Committee	Cllrs Allison, Griffiths, Hampson and Oliver
Speed Watch	Cllr Wey
Trees, Seats, Bus Shelters and Bins	All Councillors to report issues
Staffing Committee	Cllrs Allison, Duffield and McDonald

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

**36 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.**

**37 Review of Standing Orders and adoption of New Financial Regulations**  
 The Standing Orders had been circulated. No changes had been recommended. New model Financial Regulations had been issued by NALC. The clerk had not had time to go through them and prepare them for presentation and adoption. It was recommended to defer adopting the new financial regulations until the next meeting.

**Resolved. The Standing Orders were adopted without changes. The adoption of the new financial regulations was deferred until June.**

**38 To consider and Approve Policies, Procedures and other documents**  
 The policies currently adopted by Council and revision dates were circulated.

	Adopted	Review Date
Child Protection and Vulnerable Persons	June 2023	June 2025
Code of Conduct	May 2023	May 2024
Complaints Procedure	November 2022	November 2024
Co-option Policy	June 2023	June 2025
Data Protection Policy	June 2023	June 2025
Document Retention Policy	January 2023	January 2026
Equal Opportunities Policy	January 2023	January 2026
Freedom of Information	February 2023	February 2026
Grant Awarding Policy	April 2023	April 2026
Grievance Policy	March 2023	March 2026
Media and Communications Policy	February 2023	February 2026
Publication Scheme Policy	March 2023	March 2026
Risk Management Policy	March 2022	March 2024
Scheme of Delegation	March 2023	March 2026
Sickness and Absence Policy	November 2022	November 2024

**Resolved. Council approved the list of Policies held and their revision dates. A Social Media Policy and a Training Policy to be prepared. The scheme of delegation to be reviewed within the next few months.**

**39 Risk Management Schedule**  
 The Risk management schedule had been circulated. No changes were recommended, but Councillors discussed the need to consider actions required for the amber and red areas, mainly what to do should the clerk be unable to work/leave unexpectedly.

**Resolved. Council approved the Risk management Scheme without revisions required. The clerk to prepare an action plan guide to cover the red and amber areas should they occur.**

**40 Asset Schedule.** The asset schedule had been updated with purchases made during the past year. Concerns were raised about the replacement valuations.  
**Resolved. Council approved the updated asset schedule as circulated, but requested the Clerk to review the replacement values when doing the yearly inspection in August. Two Councillors to support the clerk when this is done.**

**41 Insurance arrangements for 2024-25**  
**The Insurance renewal had been circulated.** Cllrs reviews the insured levels, the Play equipment levels were thought to be too high, but this could be reviewed after the asset list replacement values update.  
**Resolved. Councillors confirmed that the insurance was at appropriate levels for the next year.**

**42 Annual Governance and Accountability return 2023-24**

**a) To review and agree the Internal Auditors report**

The internal auditors report had been circulated.

**Resolved. The Internal Audit was approved. (see Appendix A)**

**b) To Agree the Annual Governance Statement 2024. (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 the AGAR and section 1 was signed by the Clerk and Chairman.**

**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 the Accounting Statements and the chairman signed the AGAR section 2**

**d) To approve the Excise of Public Rights dates**

The Excise of Public Rights dates had been set as Monday 3rd June to Friday 12<sup>th</sup> 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,**

**43 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
Tesco Mobile	Clerks Phone

**Resolved. Council approved the direct debit list.**

**b) To approve the bank mandate and signatories.**

The following list was the current bank mandate.

	Cheques	Online
Mrs Tracy Dixon Clerk	Full Signatory, but does not sign	Create only
Cllr M Griffiths	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

The following list was the current United Trust Bank (Bond)

Mrs Tracy Dixon Clerk	Full Signatory and email authoriser
Cllr M Griffiths	Full Signatory and email authoriser
Cllr S Hampson	Full Signatory and email authoriser

**Resolved. Council approved the bank and bond mandates 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. CiL had been reserved for the Community Hall/Pavilion rebuild, but some was now due to be spent.

**Resolved. Council resolved to keep the CiL in earmarked reserves and for some to be used now for new Play equipment/Accessible Path.**

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

Keith Robertson had completed the 2023-24 audit to a high standard.

**Resolved. Council resolved to appoint Keith Robertson as Internal Auditor for 2024-25**

**44 To approve the Councils Memberships of outside bodies.**

Council are currently members of the following outside bodies.

RALC	Rother Association of Local Councils	approx. £80-£100
ESALC	East Sussex Association of Local Councils	approx. £430-£460
NALC	National Association of Local Councils	approx. £120-£140
SLCC	Society of Local Council Clerks	approx. £180-£200
AIRS	Action in Rural Sussex	approx£166

**Resolved. Council would continue to membership to the listed outside bodies, and also retain membership of Parish Online, the mapping tool.**

**45. To confirm GPoC status.**

Council confirmed that they still meet the requirements for GPoC with 6 out of 9 Councillors elected and a CiLCA qualified clerk and will therefore retain it.

**Resolved, Council confirmed that they still meet the requirements for GPoC**

**46. To agree the Meeting Schedule for 2024-25**

The suggested meeting schedule was as below, with planning meetings being called when needed.

25th June 2024	Brede Village Hall
23rd July 2024	Trinity Methodist Church Hall
August	No meeting
24th September 2024	Brede Village Hall
22nd October 2024	Trinity Methodist Church Hall
26th November 2024	Brede Village Hall
December	No meeting
28th January 2025	Trinity Methodist Church Hall
25th February 2024	Brede Village Hall
25th March 2025	Trinity Methodist Church Hall
22nd April 2025	Brede Village Hall
27th May 2025	Trinity Methodist Church Hall

**Resolved. Council agreed to continue meeting on the 4<sup>th</sup> Tuesday of the month, excluding August and December, and agreed the venue schedule to May 2025. Planning meetings would be called as required.**

**The meeting closed at 7.35pm**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Brede Parish Council**