

# PEASMARSH PARISH COUNCIL



## Minutes of the Council AGM held Wednesday 17th April 2024 at 7.00pm at Peasmarsh Memorial Hall.

**Present:** Councillors: David Pankhurst (DP) (Chair), Ray Hollman (RH) (Vice Chair), Robert Barham (RB), Gina Sanderson (GS), Mick Coleman (MC), Hilary Pankhurst (HP), Georgina Dunham (GD) and Peter Lamont (PL)

**Also present:** Clerk Amy Head (AH),

1. **Appointment of Chairman** – RH proposed and PL seconded that DP be reappointed as Chairman. The PC agreed unanimously. DP agreed but said that this would be his last year as Chairman and asked the PC to think about who would like to take on this role over the next year.
2. **Appointment of Vice Chairman** – GS proposed and RB seconded that RH should be reappointed as Vice Chairman. RH agreed and the PC unanimously agreed.
3. **Disclosure of interests under the Council's Code of Conduct** – None.
4. **Apologies for absence** – Cllr Ben Randall (BR)
5. **Minutes of the last Council meeting** – The draft AGM minutes for 2023 were unanimously agreed at last year's June monthly meeting but were formally agreed at this meeting. PL proposed and it was unanimously agreed that future AGM minutes would be agreed in draft form at the following monthly meeting by the PC so that memories are fresh, but the official sign off would take place at the following year's AGM.

### 6. Appointments to committees or other bodies

- 6.1 Member(s) with responsibility for police liaison - **PL**
- 6.2 Member(s) with responsibility for allotments - **MC**
- 6.3 Member(s) with responsibility for the Recreation Ground - **RH**
- 6.4 Member(s) with responsibility for the Coronation Garden - **GD**
- 6.5 Member(s) appointed to the Memorial Hall management committee – **HP and MC**
- 6.6 Member(s) with responsibility for Neighbourhood Planning - **GS**
- 6.7 Member representative(s) for East Sussex Association of Local Councils – AGM - **PL**

**7. Appointment of internal auditor** – It was agreed that Sally Sharp would be the internal auditor for the last financial year – April 2023- March 2024. Discussions were had about a successor if Sally Sharp chooses to step down in the future. The Clerk said that there were a few approved external companies that provide this service like Mulberry & Co, who have had good reviews from other Rother Clerks.

**8. Review of Standing Orders, Risk Register and Financial Regulations** – Standing Orders approved. **RESOLVED:** Financial Regulations were amended to reflect the use of a business debit

Signed:

*D. Pankhurst*

date:

*1-5-2024*

card by the Clerk (the limit for purchases would be £500) and to reflect the agreed process of the PC 'signing' invoices by viewing scanned copies of invoices due for payment at the beginning of each monthly meeting. It was agreed that future AGM agendas would itemise which Councillors were on the banking mandate as signatories and secondly, who was responsible for the monthly reconciliation of the bank statement/account. PL agreed to be the first reconciler and GS agreed to be another reconciler in PL's absence. Current bank signatories are HP, RH, MC and RB.

**ACTION:** The Risk Register was reviewed and it was agreed to amend the Brickfields' defibrillator to a Medium risk rather than a Low risk due to its mobile nature. The Clerk said the fact that it now had an AirTag attached to it mitigated some risk if it were to be stolen/tampered with. Reviewed Standing Orders, Risk Register and Financial Regulations to be uploaded to the Parish Council website by the Clerk.

**9. Review of Assets Register** – The PC reviewed the asset register and agreed to remove the printer as it no longer worked and the old laptop as it needed to be sold or disposed of but was no longer an asset. The PC discussed whether the War Memorial should be insured. **ACTION:** Clerk to contact the Church to find out the insurance and listing status of the War Memorial.

**10. Review of insurance arrangements** – The Clerk said that the current 3-year deal with Zurich ends on 31<sup>st</sup> May 2024. The renewal fee is £1,067.41. The Clerk obtained another quote from Clear Council which was £773.97 for a year or £744.45 for a 3-year fixed deal. Another quote is currently being sought from Gallagher on recommendation from other Rother Clerks. The Clerk said that she was concerned about changing insurers whilst trying to make a claim for the sinkhole on the Recreation Ground. **RESOLVED:** The PC agreed to renew with Zurich for this year and to continue with their existing claim on their current Zurich insurance policy for the sinkhole damage/work. **ACTION:** The PC asked the Clerk to inform Zurich that the Bowls Club had changed its usage and was now a community garden.

**11. Confirm schedule of council meetings for the year June 2024 - May 2025 to be held on the first Wednesday of the month at 7.30pm in Peasmarsh Memorial Hall. The following dates were agreed.**

2024 – 1<sup>st</sup> May, 5th June, 3rd July, no August meeting, 4th September, 2nd October, 6th November, 4th December.

2025 – No January meeting, 5th February, 5th March, 2nd April, 7th May.

The meeting finished at 8.45pm.

Signed:



date:

1 - 5 - 2024