

# SEMINGTON PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council held on Wednesday 20 May 2015 at 8 pm in the Village Hall

### Present.

Councillor Robert Oglesby (Retiring Chairman and newly elected Chairman) and Councillors Paul Bowyer, Kevin Lockwood, William Scott, Brian Smyth, Colin Wade and the Clerk, Roger Coleman.

There was one parishioner present.

### **1. Welcome and Introductions.**

The Chairman introduced the meeting and welcomed all those present.

### **2. Declarations of Interest.**

Councillors noted the requirement to register interests.

### **3. Apologies.**

Apologies for non-attendance were received from Cllrs. S Rimmer and R Robinson.

### **4. Election of Chair.**

Cllr. Lockwood proposed that Cllr. Oglesby be elected as Chairman. There were no other nominations. Cllr. Oglesby was unanimously elected as Chairman of the Parish Council for the forthcoming year. Cllr. Oglesby signed the Declaration Form, as Chairman, and this was countersigned by the Clerk.

### **5. Election of Vice-Chairman.**

Cllr. Lockwood proposed that Cllr. Smyth be elected as Vice-Chairman. There were no other nominations. Cllr. Smyth was unanimously elected as Vice-Chairman.

### **6. Election of other Officers.**

The following appointments were made, following a unanimous vote in each case:

- Public Transport Representative - Cllr. Robinson.
- Environment Representative - Cllr. Scott.
- Village Hall Management Committee Representatives (2) - Cllrs. Smyth and Rimmer were appointed as the Parish Council representatives.
- Community Area/Area Board – All councillors (subject to availability).
- Wilts & Berks Canal Working Party – Cllrs. Smyth and Robinson.

### **7. Finance/Annual Return.**

a. The Clerk gave a brief report on the accounts for the Financial Year 2014/2015.

b. The Clerk stated that the internal auditor had completed her audit and had written to him and the Chairman confirming that all matters were in order and that she had signed the Annual Return. The Council **resolved** to approve the completed Annual Return for the year ended 31 March 2015. The Chairman signed the Annual Return on behalf of the

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Council, appending his signature to Sections 1 and 2 of the Annual Return.

- c. The Council **resolved** to remunerate the Internal Auditor in the sum of £110.
- d. The Council **resolved** unanimously to continue with the existing Lloyds Banking Arrangements for the year i.e. Lloyds ACs 2149025, 7754288.
- e. The Council confirmed that the Clerk is the Responsible Finance Officer.

### 8. Clerk Salary/Expenses.

The Council noted that the Clerk was currently at SCP24 of the NALC Salary Scales for Part-time Clerks.

The Clerk stated that he was not proposing any changes to his salary or to the level of expenses or to the Office Allowance.

### 9. Ordinary Parish Council Meetings.

The Council **resolved** unanimously to maintain the present frequency of monthly meetings, commencing at 8pm with no meeting to be held in August.

### 10. Chairman's Allowance.

The Chairman declined to accept a Chairman's allowance.

### 11. Appointment of Internal Auditor.

The Council **resolved** unanimously to appoint Angela Tadman as the Internal Auditor for the current Financial Year.

### 12. Budget Details for Financial Year 2015/2016.

The Council noted the agreed Budget for the year.

### 13. Authorised Signatories.

The council **resolved** unanimously that all councillors are to be signatories for cheques, deposit accounts and other financial matters in respect of all accounts with the requirement that any two signatures will suffice.

### 14. Annual Insurance.

The Council noted that at the April Parish Council meeting it had **resolved** to adopt the quotation from Zurich Municipal Insurance and to pay the premium. The Council was satisfied that the level of cover was adequate subject to the addition of the Defibrillator Cabinet.

### 15. Risk Register.

The Council noted the Risk Register dated 1 April 2015 and **resolved** that it covered all relevant risks.

### 16. Asset Register.

The Council noted the Asset Register dated 31 March 2015 and agreed that that it detailed the Council's assets subject to the addition of the Defibrillator Cabinet.

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### 17. Distribution/Circulation of Correspondence.

The Council confirmed that the present arrangement for distributing/circulating via e-mail was working well and is to continue. The Clerk was asked to notify all councillors of new planning applications so that they may be examined on-line by councillors prior to the Parish Council meeting.

### 18. Standing Orders.

The Council **resolved** that no additional Standing Orders were required.

**End**

The meeting ended at 8.20pm.

R Oglesby  
Chairman

17 June 2014