

# SEMINGTON PARISH COUNCIL

**Minutes of the Annual Meeting of the Parish Council  
held on Wednesday  
15 May 2024 at 7.30pm in the Village Hall**

Present.

Councillors P Smith (Chairman), W Scott, S Chown, J Hailey, C McGarvey, C Wade, R Bruges and the Clerk, Roger Coleman.

There were four members of the public present.

**1. Welcome and Introductions.**

The Chairman introduced the meeting and welcomed all those present.

**2. Declaration of Interests.**

There were no interests declared.

**3. Apologies.**

Apologies for non-attendance were received and accepted from Cllr M Carberry.

**4. Election of Chair and Vice-Chairman.**

a. Cllr. Chown proposed that Cllr. Smith be elected as Chairman. There were no other nominations. Cllr. Smith was unanimously elected as Chairman of the Parish Council. Cllr. Smith advised the Council that he would be unlikely to continue as Chairman beyond September.

Cllr. Smith proposed that Cllr. Scott be elected as Vice-Chairman. There were no other nominations. Cllr. Smith was unanimously elected as Vice-Chairman of the Parish Council.

b. Cllr. Smith signed the Declaration Form which was countersigned by the Clerk.

**5. Appointment of other Officers.**

a. The following councillors were appointed to take the Parish Council lead for the previously agreed Parish Council 'Themes'

- Planning & Development – Cllr. Scott.
- Environment & Streetscene – Cllr. Hailey/Cllr. Smith.
- Rights of Way – Cllr. Hailey.
- Transport & Traffic – Cllr. Wade.
- Recreation & Wellbeing – Cllr. McGarvey/Cllr. Chown.
- Community & Communication – Cllr. Chown/Cllr. McGarvey.

b. The following councillors were elected as Village Hall Management Committee Representatives – Cllrs. Wade & McGarvey.

**6. Annual Governance and Accountability Return for the Year ending 31 March 2024.**

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a. The Clerk gave a brief report on the Accounts for FY2023/2024. He stated that he had balanced the accounts, reconciled the Bank accounts with the Cash Book and had completed the Annual Governance and Accountability Return (AGAR). He added that the Internal Audit had been completed with no outstanding issues.

The Clerk gave the following summary report:

The balance brought forward from FY2022/23 had been £84,000 and, allowing for the payments and receipts during the year, the balance carried forward at the end of FY2023/24, is £76989. The total receipts for the year to date are £21514, payments for the year to date total £28526 and the value of the fixed assets owned by the Council is £47881. Latest Governance guidance has been used in the valuation of assets.

b. The Council unanimously **resolved** to approve Section 1 of the Annual Governance and Accountability Return 2023/24 and the Chairman agreed to sign it on behalf of the Council.

c. The Council unanimously **resolved** to approve Section 2 of the Annual Governance and Accountability Return 2023/24 and the Chairman agreed to sign it on behalf of the Council.

d. The Council noted and reconfirmed its earlier decision regarding the Reserve Allocations.

e. The Council confirmed that the Clerk is the Responsible Finance Officer for FY2024/25.

The Chairman, on behalf of the Council, thanked the Clerk for his conscientiousness and attention to detail in respect of maintaining financial probity .

### 7. Financial Regulations.

The Council **noted** that Financial Regulations dated 18 November 2017 and it **agreed** that no changes were necessary.

### 8. Clerk Salary/Expenses.

The Council noted the recent Pay Award to the Clerk that resulted from a comprehensive Pay Review in accordance with the latest SLCC Guidelines.

The Council noted the agreed Clerk's Salary and level of expenses thus:

- The Clerk salary is NALC National Scale SCP28 (with effect from 1 April 2024).
- Expenses to be paid – as incurred – monthly in arrears.

### 9. Chairman's Allowance.

The Chairman declined to accept a Chairman's allowance.

### 10. Appointment of Internal Auditor.

a. The Council **resolved** unanimously to appoint Becky Simmons as the Internal Auditor for the current Financial Year and that the remuneration should be agreed at a later Parish Council meeting.

b. The Council was satisfied at the effectiveness of the Internal Audit as detailed in the Terms of Reference for the Internal Audit dated 1 April 2018 and it noted the comprehensive and detailed report provided by the Internal Auditor for FY2022/23 which confirmed that all matters were satisfactory.

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## 11. Budget Details for Financial Year 2024/2025.

- a. The Council noted the agreed Budget for the year.
- b. The Council decided that no action need be taken in respect of the Budget and that it would be reviewed in October 2024.

## 12. Authorised Signatories.

The council **resolved** unanimously to adopt the policy that the current list of authorised signatories should continue unchanged, namely Cllrs. Scott, Wade, Smith and Chown.

The Council **resolved** unanimously to maintain the existing 'banking arrangements' with Lloyds for the year.

## 13. Annual Insurance.

The Clerk confirmed that the current Insurance Policy provided adequate cover for the Council and this was noted by the Council.

## 14. Risk Register.

The Council noted the Risk Register dated 1 April 2024 and **resolved** that it covered all existing risks.

## 15. Asset Register.

The Council noted the Asset Register dated 31 March 2024 and agreed that that it detailed the Council's assets. The Clerk was requested to add details of the number of each item held (where appropriate) and the location of the assets (where applicable)..

The Clerk was asked to ensure redundant sheets of the Excel Asset Register File were deleted.

## 16. Standing Orders.

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

**End**

The meeting ended at 8.05pm.

Chairman  
12 June 2024