

# ***Clatworthy Parish Council***

Minutes of the Annual General Meeting held on 18 May 2021 in Clatworthy Village Hall

**Present:** Sally Moran (Chair), Marcus Blackburn, Andrew Cowling, John Ward, Norma E. Martin (Clerk), Linda Sharp (guest)

**1. Apologies:** Stephen Branfield, Margaret Deer, Sophie McIntosh, Dave Mansell (District Councillor), Frances Nicholson (Somerset County Councillor)

## **2. Election of Chairman and Vice Chairman and appointment of Clerk**

It was noted that Councillor Sophie was stepping down and that the appropriate notification of the position would be placed on the Parish Notice Board for (at least) 10 days to allow electors to request an election.

It was noted that Councillor Norma was stepping down as Clerk who the Chair thanked for her exemplary service to the parish.

Chair Sally, proposed by Councillor Marcus and seconded by Councillor John was re-elected as Chair.

Councillor John, proposed by Chair Sally and seconded by Councillor Andrew was re-elected as Vice Chair.

Councillor Marcus, proposed by Councillor John and seconded by Chair Sally was appointed Clerk.

## **3. Minutes of virtual meeting held on 14 March 2021**

The minutes were accepted as correct and signed by the Chair.

## **4. Ratification of matters agreed by email subsequent to virtual meeting of 14 March 2021**

All actions approved by email subsequent to virtual meeting of 14 March 2021 were ratified by the PC.

## **5. Matters arising not covered by the agenda**

No additional matters were brought to the attention of the PC.

## **6. Update from District and County Councils**

Neither organisation being represented there was no update.

## **7. Update on issues regarding roads**

Since County Councillor Frances was unable to attend no further update was available.

There was some discussion about the lack of attendance by a County Councillor, however, subsequent to the meeting Councillor Norma (Clerk) discovered that Frances had sent her apologies so no further action is needed at this time.

## 8. Finance

### 8.1. Annual Review

#### 8.1.1 Audit

Clerk Norma informed the meeting that the annual audit of the accounts was currently being undertaken by Judith Bryant.

#### 8.1.2 Review of Governance

Councillors reviewed the system of internal controls applied to the Council's financial transactions, the preparation of the accounts and the workings of the Council within the legal framework. Council confirmed the governance statement for 2020/21, which was then signed by Chair Sally.

#### 8.1.3 Agree accounts for FY ending 31/3/2021

The Receipts and Payments account and Bank Reconciliation, which form part of the Annual Accountability Return, were reviewed and accepted by Council and then signed by Chair Sally.

#### 8.1.4 Approve Annual Governance and Accountability Return (AGAR) 2020/21

Council reviewed the variances and approved the Accounting Statement, which was then signed by Chair Sally.

#### 8.1.5 Certify exemption from external audit

Following the above reviews Council certified Clatworthy exempt from external audit and Chair Sally signed the exemption certificate for submission to the External Audit body.

## 8.2 Current Position

Year ending	31/03/2021
<b>Opening Balance</b>	<b>£ 3,988.65</b>
<b>Total Receipts</b>	<b>£ 1,500.11</b>
<b>Payments</b>	
Wivey Link Donation	£ 100.00
St Margaret's Hospice – donation	£ 100.00
Musgrove Hospital	£ 100.00
SALC Affiliation Fee	£ 24.68
Parish Council Insurance	£ 166.98
Internal Audit	£ 30.00
Clatworthy Village Hall - Insurance Grant	£ 294.38
Clerk/Councillor training	£ 30.00
Election fee	£ 100.00
<b>Total Payments</b>	<b>£ 946.04</b>
<b>Closing Balance</b>	<b>£ 4,542.72</b>

## **9. Parish Council Web Site**

Clerk Norma reported that she had been having trouble uploading minutes to the current web site though this had now been resolved. Also, a check of compliance with the accessibility code revealed weaknesses. Consequently Norma investigated what web hosting services other local parish councils were using and was impressed with the site of Brompton Ralph hosted by HugoFox. The PC was thankful of Norma's efforts and supported her kind offer to further investigate the HugoFox service.

## **10. Proposed Meeting Dates for 2021/22**

The PC is usually held in Clatworthy Village Hall on the third Tuesday of February, May, August and November at 19:30. The May meeting is usually the AGM and must take place within 14 days of the election.

The proposed dates for the coming year are at the bottom of the page.

17 August 2021, 16 November 2021, 15 February 2022 and 24 May 2022

## **11. Other matters for information**

Chair Sally continues to provide the relevant authorities with a status report of the village defibrillator.

Clerk Norma reported that the finger sign post to Clatworthy in Wiveliscombe Square that was knocked down is going to be replaced/repared.

Chair Sally noted that the next meeting of the Wessex Water Community User Group is unlikely to occur.

Clerk Norma will pass on the contact details of the new Clerk (Councillor Marcus) to Jim Weir of Technological as a point of contact regarding broadband rollout to the village.

There being no further business the meeting closed at 21:00.

**Future meetings:** 17 August 2021, 16 November 2021, 15 February 2022 and 24 May 2022