

# ***Clatworthy Parish Council***

Minutes of the AGM held on 10<sup>th</sup> May 2022 in Clatworthy Village Hall

**Present:** Sally Moran (Chair), John Ward (Vice Chair), Marcus Blackburn (Clerk), Margaret Deer, Linda Sharp, Jacob Forgham, Steven Pugsley (Somerset County Councillor)

1. **Apologies**

Stephen Branfield , Frances Nicholson (County Councillor)

2. Acceptance of office by newly elected parish councillors

All newly elected councillors present accepted the office and completed the required declaration of interests forms. The new council then moved onto to the election of specific officers:

- election of Chair (Sally)      Nominated Marcus      Seconded Margaret
- Vice Chair (John)      Nominated Sally      Seconded Linda
- appointment of Clerk (Marcus) Nominated Sally      Seconded John

3. Vacancy following election

Co-option of new member      Name Jacob Forgham

Nominated Sally      Seconded Marcus

Jacob then accepted office and completed the declaration of interest forms.

4. Minutes of previous meeting. The minutes of the Parish Council held on Tuesday 15<sup>th</sup> February 2022 were approved as complete and accurate.

5. Updates from County and District Councillors

Steven explained that he was joint County Councillor with Frances and that this would continue under the new unitary council. Steven gave a brief update about the community network pilot and, in particular, the highways scheme. He told the meeting that a new position had been created (Highways Steward) and was being filled to have a local highways person able to carry out minor maintenance.

6. Platinum Jubilee update from Sally and John

Sally reported that the lighting of the beacon at Raleghs Cross Inn had been agreed by the owners of the Inn. Lighting takes place at 9.45pm on Thursday 2<sup>nd</sup> June to coincide with the lighting of 1500 beacons across the UK. Children born in the village have been offered the opportunity to undertake lighting the beacon. The Raleghs is putting on a special carvery

between 5.30-8.30pm and councillors are asked to let people know to book in advance. Thanks to Sophy Macintosh for making the necessary arrangements.

Sally updated the council on the Jubilee Street Party taking place on Sunday 5<sup>th</sup> June between 3-5pm at the village hall. The Village Hall Committee is organising this event.

Although there is advertising planned for both events, Councillors are requested to let people know about them.

#### 7. LGA Code of Conduct

S27(2) of the Localism Act 2011 says that a local authority must adopt 'a code dealing with the conduct that is expected of members and co-opted members of the authority when they are acting in that capacity.'

We are asked by the Somerset Monitoring Officers and SALC to consider adopting the code and they commend it to us.

All councillors **agreed** to adopt the code.

#### 8. Risk Assessment

A draft risk assessment document that Marcus has prepared was reviewed. Additional items needed to be added.

The assessment needs further work.

#### 9. Finance

##### 9.1 Payments for Approval

The council are asked to approve the following payments made during pandemic/virtual meetings:

Parish Council Insurance £166.98	APPROVED YES
SALC Training Course for Clerk £60.00	APPROVED YES
Internal Audit Fee £30.00	APPROVED YES
Village Hall Insurance £304.38	APPROVED YES

##### 9.2 Audit

Marcus informed the meeting that the annual audit of the accounts would be undertaken by Judith Bryant.

### 9.3 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.

### 9.4 Agree accounts for FY ending 31/3/2022

The Council reviewed and approved the accounts for 1 April 2021 to 31 March 2022.

### 9.5 Approve Annual Governance and Accountability Return (AGAR) 2021/212

Councillors reviewed and approved the AGAR for 2021/22. In particular that

- the council meets the criteria for exemption from a limited assurance review
- approved Section 1 of AGAR form 2
- approved Section 2 of AGAR form 2

### 9.6 Certify exemption from external audit.

The certificate of exemption was signed by Sally and Marcus

## 10. Correspondence

The thank you letter from Musgrove Park Hospital was read and noted.

## 11. Items for next meeting's agenda

It was agreed that a decision regarding the savings account would be taken at the next meeting. It was agreed that the council would continue to review the risk assessment document until it felt that it was complete and adequate.

The next full meeting of the Parish Council is planned for Tuesday 16<sup>th</sup> August 2022

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

**Future meetings:** 15 November 2022