

KINGSTON SEYMOUR PARISH COUNCIL

Minutes of the Annual Meeting of the Kingston Seymour Parish Council held on

Wednesday 10th May 2023 at 19.30

In the All Saints Parish Church, Kingston Seymour

Councillors Present:

Mike Sewell (MS) Chairman

Richard Barber (RB)

Zoe Bartlett (ZB)

Paul Cox (PC)

Andy Gillam (AG)

Susie Humphries (SH)

In attendance:

Steve Dixon (SD) Clerk & RFO

Michael Sewell, the current chairman, congratulated and welcomed our two new councillors, Andy Gillam and Susie Humphries.

1. To elect the Chairman of the Council and receive the Chairman's Declaration of Acceptance of Office

It was proposed by PC and seconded by RB that Michael Sewell be re-elected as Chairman. Supported unanimously by those present. Declaration of Acceptance of office signed and witnessed.

2. To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office

It was proposed by PC and seconded by ZB that Richard Barber be elected as Vice Chairman. Supported unanimously by those present. Declaration of Acceptance of office signed and witnessed.

3. To receive apologies for absence

Apologies had been received from Councillor Fred Malton and from District Councillors Bridger and Griggs

4. To request completion of any requests for dispensation regarding any new disclosable pecuniary interests.

There were no new requests for dispensation regarding new pecuniary interests.

5. To re-approve the Standing Orders for Kingston Seymour Parish Council

These were adopted in September 2022 and had been issued to all Councillors. The Council's review schedule will see these reviewed again in September 2023 and it was agreed that the current version should continue until then.

6. To re-approve the Financial Regulations for Kingston Seymour Parish Council

These were adopted in November 2022 and had been issued to all Councillors. The Council's review schedule will see these reviewed again in November 2023 and it was agreed that the current version should continue until then.

7. To appoint an Internal Auditor

Chris Walton FCA, has been our Internal Auditor for many years and is willing to act for us again in 2024 for no fee and it was agreed that his services should be retained.

The clerk suggested that a token gift would be appropriate and it was agreed that a Garden Centre voucher be purchased to the value of £50. Proposed by RB, Seconded by ZB and supported unanimously.

Action: MS to write to Chris and enclose the voucher

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8. To review the Council's Asset Register

The Council's non-financial assets are:

War memorial & railings	Former BT Red Phone Box	Filing cabinet, Flipchart stand
Bus Shelter, Post Box surround	Defibrillator	PC, Printer, Projector, Safe
Notice board	Bollards (Village Centre)	Village Gates & Planters
Bench (Village Green)		

There had been no additions during the year.

9. To review the Council's Insurance Policy

The clerk reminded Councillors that we had changed insurers in 2020 to Zurich and that we had had no cause to question their service. Insurance levels for the forthcoming year had been increased by 20% but with only an 8% increase in the proposed premium. An alternative quotation had been received for comparison and – broadly like for like – cover was offered for £1 less.

After discussion, Councillors asked that the clerk goes back to both companies to request a reduction in some areas of coverand therefore potential premium savings. The War Memorial was the biggest asset and greatest driver of the premiums proposed but the Zurich quote carried far too much cover for office equipment and the BHIB/Aviva quote carries too much cover for office equipment & street furniture and has “packaged” in amounts for Playground and sports equipment and for mowers and machinery which we simply so not possess.

Appreciating that the renewal date is 1st June, councillors agreed that the Clerk would have final discretion to choose the supplier when the answers to questions were received.

Action: Clerk to review responses and choose the most appropriate company whilst ensuring that a policy is in place by the renewal date of the 1st June.

10. To review and decide on amendments as necessary to any Council Policies.

A rolling schedule for review of Council Policies is in place and will be followed throughout the year with amendments made as necessary. As part of this, the Complaints policy will be reviewed in July. Councillors asked to see and review the full list of policies as published by the SLCC.

Action: Clerk to schedule a review of Complaints in July and others as per the schedule. Clerk to circulate the full list of policies which some councils may adopt.

11. Financial

11.1 Accounts for the year ending 31st March 2022 – to receive and approve

The clerk described the elements of the accounts which had been approved as part of the audit. The council had income of £12.1k and payments of £11.1k over the financial year and ended the period (to 31st March 2023) with financial assets of £16.7k.

The accounts also detail the grants made during the year and show a record of all cheques over £100 to satisfy the requirements of legislation. It was proposed by ZB, seconded by PC and supported unanimously that the accounts be adopted. The documents were duly signed by the Chairman and clerk.

11.2 Audit and Transparency Code Requirements

The clerk reported that the Internal Audit has been completed and that all requirements of the Transparency Code were met by publication of information on our website including that of the annual summary accounts.

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11.3 Annual Return to External Auditor – completion and approval

11.3.1 The clerk reported that under the financial regulations that govern the Parish Council, the external audit tasks were simplified for very small Councils (defined as less than £25k annual income) such as ours. The costs of further audit would be avoided if councillors were satisfied that certain criteria were being met.

Councillors considered each of the Annual Governance Statements and were comfortable to certify this Council as Exempt (from further external audit). It was proposed by RB, seconded by PC and supported unanimously that this Council had fully discharged its responsibilities in these areas and that the “certificate of Exemption” (from further audit) should be signed.

Action: Chairman and clerk to complete the documentation and send it to the auditor in the necessary timescale.

11.3.2 The clerk stated that there is a requirement to provide a formal period of examination of the audited accounts. The period must include the first 10 working days in July. and, for this year, the period has been set as Monday June 12th to Friday July 21st 2023.

Action: Clerk to formally notify the external auditors and publish the necessary documents at the appropriate time

12. To appoint members, including the Chairman to serve and lead the Council’s representation for activities

It was agreed that the following responsibilities would be in place for 2022/23.

Planning Applications	<i>All available Councillors</i>
Finance & Audit Supervision	<i>All available Councillors</i>
Roads	Richard Barber
Footpaths	Andy Gillam
Community Resilience	Zoe Bartlett
Schools Admissions & Transport	Michael Sewell
Health	<i>All available Councillors</i>
Trees & Village Environment	Richard Barber
Local Access Forum	<i>All available Councillors</i>
North Somerset Standards Committee	Fred Malton
IT & Web Presence	Susie Humphries
Airport & PCAA	Richard Barber
Energy Initiatives & Climate	Michael Sewell & Susie Humphries
Kingston Seymour Trust	Paul Cox

13. To appoint members, including the Chairman, to attend meetings on behalf of the Council

It was agreed that the following responsibilities would be in place for 2022/23 (note for all meetings other parties can attend in place of nominated parties driven through availability)

North Somerset Council meetings	Michael Sewell and others as applicable
Society of Local Council Clerks	Steve Dixon
Avon Local Council Association	Michael Sewell and others as applicable
Parish Council Airport’s Association	Richard Barber
Kingston Seymour Trust	Paul Cox
Others	<i>As per need and availability</i>

There being no other business, the meeting closed at 20.40.

Steve Dixon,
Clerk & Responsible Financial Officer,
14th May 2023