

# KINGSTON SEYMOUR PARISH COUNCIL

Minutes of the Annual Meeting of the Kingston Seymour Parish Council held on  
**Wednesday 8<sup>th</sup> May 2024 at 19.30**

In the Kingston Seymour Village Hall, Ham Lane, Kingston Seymour

Councillors Present:

Mike Sewell (MS) Chairman  
Paul Cox (PC)

Richard Barber (RB)  
Andy Gillam (AG)

Zoe Bartlett (ZB)  
Susie Humphries (SH)

In attendance:

Steve Dixon (SD) Clerk & RFO

**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.

**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 2023 and had been issued to all Councillors. The Council's review schedule will see these reviewed again in September 2024 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 2023 and had been issued to all Councillors. The Council's review schedule will see these reviewed again in November 2024 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 2025 for no fee. It was agreed that his services should be retained.

...continued

# KINGSTON SEYMOUR PARISH COUNCIL

## **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.

Councillors discussed reviewing the values which had been placed against these assets and it was agreed that we should refer to our internal auditor to establish how we should express the value of items going forward – e.g. replacement cost, insurance value.

*Action: Clerk to approach our internal auditor for professional advice and return to the next meeting with the proposed way forward.*

## **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. A full review was carried out last year and a quote from an alternate company was sourced. Some gains were achieved with our existing insurer, and we remained with Zurich. This year, the level of cover on each line has gone up by 5% but the premium has only by 2.1%.

The clerk recommended that we stay with our existing insurer, and this was agreed by all councillors present.

*Action: Clerk to ensure that the premium is paid before the renewal date of the 1<sup>st</sup> June 2024.*

## **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 and the draft social media policy will also be brought to councillors. AG offered to create an electronic communication policy for consideration.

*Action: AG to draft an electronic communications policy.*

*Clerk to schedule a review of Complaints and of social media and electronic communications at the July meeting. Others will follow during the year according to the agreed schedule.*

## **11. Financial**

### **11.1 Accounts for the year ending 31st March 2023 – 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 £14,037 and payments of £20,598 over the financial year and ended the period (to 31<sup>st</sup> March 2023) with financial assets of £10,215. The most significant item for the year was funding the church railings project which had cost a net £6,869.

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 RB, seconded by ZB and supported unanimously that the accounts be adopted. The documents were duly signed by the Chairman and clerk.

...continued

# KINGSTON SEYMOUR PARISH COUNCIL

## 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 would be met by publication of information on our website including that of the annual summary accounts.

The clerk explained that after the Internal Audit came the review that councillors would shortly undertake, then the submission of an information pack to the external auditors and a period of public examination.

## 11.3 Annual Return to External Auditor – completion and approval

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 universally agreed 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.*

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 3rd to Friday July 12th, 2024.

*Action: Clerk to formally notify the external auditors and to 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**

The arrangements put in place last year were discussed and it was agreed that the following responsibilities would remain in place for 2024/2025.

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

...continued

# KINGSTON SEYMOUR PARISH COUNCIL

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

It was further agreed that the following responsibilities would remain in place for 2024/25 (note: for all meetings, other parties can attend in place of nominated parties driven through availability)

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

There being no other business, the meeting closed at 20.20.

Steve Dixon,  
Clerk & Responsible Financial Officer,  
9<sup>th</sup> May 2024