

# Upper Hardres Parish Council

## Annual Meeting of the Council

Minutes of Annual Meeting held on Tuesday 4 May 2021, online at 7pm

### 1. Appointment of Chairman

Paul Gordon was elected unanimously as Chairman:  
as proposed by Cllr Robert Quincey, seconded by Cllr Angela Waldron.  
Robert Quincey was elected unanimously as Vice-Chair:  
as proposed by Cllr Nick Waldron, seconded by Cllr Mick Broughton.

### 2. Apologies and absences

Attending: *Chairman* Paul Gordon, *Vice Chair* Robert Quincey, *Councillors* Angela Waldron, Mick Broughton, Nick Waldron, *Clerk/RFO* Clare Hamilton.

### 3. Councillors' Acceptance of Office, Code of Conduct, Disclosable Pecuniary Interests

Councillors' Acceptance of Office forms are logged with CCC.  
There were no changes to Councillors' Disclosable Pecuniary Interests.  
Councillors accepted the Code of Conduct in 2019.

### 4. Councillor roles

Planning: Cllr Nick Waldron to collate responses to planning applications and submit responses to CCC, supported by Cllr Mick Broughton.  
Footpaths: Chairman Paul Gordon to liaise with Footpath Warden to arrange necessary action.  
Playing Field: Cllr Angela Waldron to carry out fortnightly logged inspections, report faults and liaise with clerk to arrange any action needed.  
Highways: Cllr Robert Quincey to report Highways matters including potholes, verges, signs etc., via Highways Steward and online.

### 5. Acceptance of Minutes of previous meeting

Minutes of the Annual Meeting of the Parish Council held on 14 May 2019 were confirmed as a true record and will be signed at a later date. Annual Meeting not held in 2020 due to Covid19.

### 6. Exemption from limited assurance review

Upper Hardres Parish Council certifies that during the financial year 2020/21, the higher of the authority's gross income for the year or gross annual expenditure for the year, did not exceed £25,000. Having met the full criteria for exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015, the Certificate of Exemption was completed and signed.

### 7. Effectiveness of the system of Internal Control

- (a) **It was resolved** by all councillors to accept the findings of the Internal Audit carried out by Simon Warner on 10 April 2021
- (b) **It was resolved** by all councillors to approve and sign the Annual Governance Statement for the year ended 31 March 2021.

### 8. Accounting Statements for the year ended 31 March 2021

- (a) **It was resolved** by all councillors to approve the Accounting Statements which were signed and dated by the Chairman.

## 9. Budget for financial year 2021/22

As agreed at November 2020 meeting

## 10. Amendments to Financial Regulations none

## 11. Amendments to Banking arrangements none

## 12. Review of Insurance cover and quotations

Renewal due 1 June 2021, quotations received:

Zurich (current) £432.04

Came & Company £632.61

BHIB (Aviva) £409.54, or £386.28 for a 3yr Long Term Agreement

**It was resolved** to accept a 3 year long term agreement with BHIB. To include bus shelter.

## 13. Review of Policies and Procedures

*The following Policies and Procedures were reviewed and are unchanged:*

Communications Policy

Community Engagement Policy

Complaints Procedures

Grievance Policy

Equality and Diversity Policy

Filming and Recording of Meetings Policy

Privacy Policy

Publication Scheme

NALC Model Standing Orders

Registers: Asset, Inventory, Gifts

*The following Policies were reviewed and updated:*

Restricted & Unrestricted Reserves

Risk Assessment

*Under review:*

GDPR Policy.

## 14. Bossingham Playing Field

Councillors would like to record thanks to David Webb for continuing to carry out informal inspections. Cllr Angela Waldron will conduct regular logged inspections; clerk to supply check list. Annual RoSPA safety inspection is due in August.

## 15. UHPC Grant Fund awards 2021

Annual Grant Fund budget is £500. An application was received from Bossingham Pre-School for £250 towards adjustments to room layout to accommodate children from 1yr.

**It was resolved** to award funds as follows: Bossingham Pre-school £250.

The awarding of any excess funds in the annual Grant Fund budget to Kent Air Ambulance was discussed and **it was resolved** the allocation of any remaining annual grant budget will be reviewed next year.

## 16. For information

Annual Parish Meeting date is to be confirmed, dependent on easing of Covid19 restrictions.