

Minutes of the Annual Parish Council Meeting, followed by the
May Ordinary Meeting, held at the Pavilion
on 12th May 2022 at 8pm

Present:

Councillor I Armstrong (Chairman), Councillor R Collins, Councillor K Hornett, Councillor C Knapman, Councillor L Kane, Clerk.

22/1 Election of the Chairman

Councillor Armstrong was duly elected as Chairman.

22/2 Declaration of Acceptance of Office

Councillor Armstrong signed the Declaration of Acceptance of Office.

22/3 Election of the Vice Chairman

Councillor Collins was duly elected as Vice Chairman.

22/4 Apologies for Absence

None received.

22/5 Minutes of the Parish Council Meeting

The minutes of the meeting held on 10th March 2022 were agreed as a correct record and signed by the Chairman.

22/6 Declarations of Interest

None received.

22/7 To confirm bank account signatories

It was resolved that all Councillors to remain as bank account signatories.

22/8 To appoint the Internal Auditor

It was resolved that the Parish Council to appoint Jan Stobart as Internal Auditor for the financial year 2022/23 at a cost of £150.

22/9 To re-adopt policies and procedures

It was resolved that the Parish Council to re-adopt the following policies and procedures, amended where appropriate:

- (a) Standing Orders
- (b) Financial Regulations
- (c) Grievance
- (d) Data Protection

- (e) Data Retention
- (f) Social Media and Electronic Communication
- (g) Publication Scheme
- (h) Training
- (i) Complaints

22/10 To adopt the Financial Risk Assessment for 2022/23

It was resolved that the Parish Council to adopt the Financial Risk Assessment for 2022/23.

22/11 Maldon District Councillor Update

District Councillor Siddall sent his apologies.

22/12 Public Participation Session

No members of the public were present.

22/13 Planning

13.1 The Parish Council's '**no objection**' response (made outside of a meeting) to the following application was noted: 22/00427/HOUSE– Demolition of existing conservatory replaced with new single-storey rear extension at Jasmine Cottage, Bung Row, Great Braxted.

22/14 Finance

14.1 It was resolved that the Parish Council to receive the Internal Audit Report for 2021/22.

14.2 It was resolved that the Parish Council to approve the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) for 2021/22.

14.3 It was resolved that the Parish Council to approve the Accounting Statements (Section 2) of the AGAR for 2021/22.

14.4 The period of public rights was noted as 6th June to 15th July 2022.

14.5 It was resolved that the Parish Council to agree to the quote received from Aviva for the Council's insurance, commencing June 2022, for a three-year agreement at £347.68 per year.

22/15 Accounts for Payment

It was resolved that the accounts for payment between 11th March 2022 and 12th May 2022 be approved as follows:

Staff costs	£861.60
Office expenses	£139.69
Handmade by Jo	£13.50*
DW Maintenance	£435.00

e-digiprint.com	£30.00
Royal Mail	£360.00
EALC	£114.18
ID Mobile	£6.00
Councillor Knapman (expenses)	£49.12*
Councillor Collins (expenses)	£31.90*
Maldon District Council	£252.43
Currrys Business	£598.99
Mrs J Stobart	£145.00
Bernice Goody (expenses)	£104.15*
JPS Online	£189.60*
Erdogan Mentesh	£320.00*
Make It Pop Events	£150.00*

* Indicates playground project funds

22/16 Meeting Dates

Meeting dates were agreed as follows: Thursday 8th September and Thursday 10th November 2022.

22/17 General Announcements

The following matters were raised:

- The Caloo engineer will be on site this month to repair the 'rower' equipment. Cllr Collins to act as contact on the day.

Meeting closed at 9.05pm