

**MINUTES OF THE ANNUAL MEETING OF MILTON ABBOT GROUPED PARISH COUNCIL
HELD ON THURSDAY 4TH MAY 2017, 7.15PM AT MILTON ABBOT VILLAGE HALL**
(also available at www.magpc.co.uk)

PRESENT: Cllr's R Tucker (MA) (Chair), C Beighton (C), J Anderson (MA), R Brewer (C),
H Asbridge (C), A Westcott (C), A Cox (MA), J Holland (D), M Pahlsson (B)

Mrs E James (Clerk), Cllr Edmonds (WDBC)

001:17/18 APOLOGIES FOR ABSENCE

Cllr Hough (MA)

**002:17/18 CONFIRMATION OF THE MINUTES OF THE ANNUAL MEETING HELD ON
18TH MAY 2016**

The Minutes of the Annual Council meeting held on 18th May 2016 were **agreed** as a true record and signed by the Chairman.

003:17/18 CHAIRMAN'S REPORT

Cllr Tucker, Vice-Chairman, welcomed everyone, particularly Cllr Holland who had been co-opted to the Council recently, reported briefly on the activities of the Council over the last year and thanked the Cllr's and Clerk for their continued hard work.

004:17/18 ELECTION OF CHAIRPERSON FOR 2017/18

Nominations for the post of Chair were invited. The Clerk advised that Cllr Hough had indicated that he was willing to stand again. Cllr Asbridge, was proposed and seconded. This was unanimously **agreed**, and Cllr Asbridge took the Chair.

005:17/18 ELECTION OF VICE-CHAIRPERSON FOR 2017/18

Cllr Asbridge, invited nominations for the post of Vice-Chair. Cllr Hough, as he had been willing to stand as Chair, was proposed and seconded. This was unanimously **agreed**.

**006:17/18 DECLARATIONS OF INTEREST AND ANNUAL REVIEW OF REGISTER OF
INTERESTS**

No declarations of interest were made and no amendments were advised.

007:17/18 ANNUAL REVIEW OF DELEGATION ARRANGEMENTS

In accordance with Standing Order 5j(v) the Council reviewed its delegation arrangements and **agreed**, subject to an upcoming discussion regarding the frequency of meetings at the next ordinary meeting of the Council, that no powers or duties be delegated to committees or sub-committees, at the present time.

008:17/18 REPRESENTATION ON EXTERNAL BODIES

It was **agreed** that the Council would continue to be represented on the following external bodies;

Southern Area Link Meetings: Cllr Brewer would continue in this role, and other Cllrs would attend as and when they were able.

MACKPlan Team: Cllr's Asbridge (Chair of the Team), Hough, Pahlsson and Beighton

Milton Abbot Village Hall Committee: The Committee had requested a Council representative be appointed. It was proposed, seconded and **agreed** that Cllr Hough, as he would be attending their AGM later in the month, would undertake this role.

(Cllr Cox arrived)

009:17/18 ANNUAL GOVERNANCE STATEMENT

Before approving the Annual Governance Statement, the Council reviewed its systems of internal financial control and their effectiveness.

Management and control: Review of the Council's finances, including the reconciliation of its income and expenditure with its bank accounts, had been provided by the Clerk at each ordinary meeting of the Council. Payments to the Council's creditors had been authorised at meetings of the Council, and were paid by cheque or BACS, unless otherwise approved under the Council's urgency procedure, in which case any action had been reported to the Council at its next meeting.

When cheques were signed the cheque stub had also been initialled. In order to ensure proper management and control over all BACS payments, a Councillor had initiated the payment, which had then been authorised by a second Councillor.

In the case of the Clerk's salary, for which payroll services were undertaken by a local Accountant, payment had been authorised as appropriate at the end of each month either by cheque or BACS by two authorised signatories. Such payments had been reported to the Council at its next meeting.

Financial Processes: All expenditure had been authorised under the procedure referred to above. All payments had been made by cheque or BACS. Cheques had been signed by two authorised signatories, currently Councillor's Brewer, Westcott, Beighton, Pahlsson and Hough. In the case of on-line banking two of the authorised signatories, namely Councillor's Westcott, Beighton, Pahlsson and Hough had been required to log in and authorise the payment. The Clerk, who as Responsible Financial Officer [RFO] issued cheques and had 'view only' on-line access, had no authority to give instructions to the Council's bankers on any matter. There had therefore been no opportunity for any single councillor, or the RFO to incur expenditure on the Council's behalf or otherwise divert the Council's financial assets.

Annual Governance Statement: With the approval of the Council's internal auditor, the Clerk had produced an Annual Governance Statement by setting down the reasons why it was possible to give a satisfactory response to the questions asked in the annual return to the Council's external auditors.

It was **agreed** that;

- i) the arrangements for management and control and the associated financial processes are effective
- ii) that Cllr's Westcott, Pahlsson, Beighton, Brewer and Hough remain authorised signatories, and that Cllr's Westcott, Pahlsson, Beighton and Hough remain authorised on-line bank users for 2017/18.

iii) the Annual Governance Statement for submission to the Council's external auditors and for publication on-line was approved

The Governance Statement was **approved** and signed.

010:17/18 AUDIT OF 2016/17 ACCOUNTS – ANNUAL RETURN TO EXTERNAL AUDITORS

The notice of inspection of the accounts had been published, the inspection date being between 13th June and 22nd July, any requests made would be reported to the Council in due course.

The annual return was **approved** and signed, and it was **agreed** that the accounts and extracts from the accounting statements be submitted to the external auditor with the return for 2016/17.

011:17/18 ANNUAL REVIEW OF THE COUNCIL'S ASSET INVENTORY

The Council's inventory was reviewed and **agreed** as being:

Parcel of land adjoining the Church and Churchyard in Milton Abbot leased from Bedford Estate in 1963 for a term of 999 years subsequently sub-let to the Village Hall Management Committee and the Community for a play area	£ 0
Noticeboard - Chillaton (purchased April 2017)	£ 220
Noticeboard – Milton Abbot	£ 0
Two vehicle activated signs in Chillaton	£ 4820
One Lenovo Tablet for VAS signs (Samsung tablet replaced 2017)	£ 100
TOTAL	£ 5140

The figures being exclusive of VAT and were the purchase cost of the assets.

012:17/18 ANNUAL REVIEW OF THE COUNCIL'S INSURANCE COVER

Following a discussion about the differences in the main items of cover offered in the quotations provided by Came and Company, it was **agreed** to accept the quotation from Inspire/Axa at a cost of £168.

It was further **agreed** that the Clerk ensure that the two noticeboards were included within the public liability aspect of the insurance policy, and that any additional small increase in the cost of the policy that may be incurred, be paid.

013:17/18 ANNUAL REPORT OF INTERNAL AUDITOR

The internal auditor reported that he was satisfied with the arrangements for financial management and control and with the financial processes. There were no matters that he wished to bring to the attention of the Council. Mr Rutherford was thanked for undertaking this role.

014:17/18 APPOINTMENT OF INTERNAL AUDITOR FOR 2017/18

Mr Rutherford had again agreed to act as internal auditor for 2017/18, which was **agreed** by the Council.

015:17/18 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

The Council reviewed the Standing Orders and Financial Regulations. It was **agreed** to readopt both documents and the delegation of executive powers for urgent action by the Clerk for a further year as below;

The Clerk may, following consultation with the Chair and Vice-Chair of the Council, deal with urgent business. Any action involving expenditure will not be in conflict with agreed Council policy. All actions taken under executive powers must be reported to the next meeting of the Council.

016:17/18 RISK ASSESSMENT – ANNUAL REVIEW

An updated list of passwords to systems used by the Clerk was passed to the Chair for use in the case of emergency.

The risk assessment, which details the likelihood of harm, damage or loss occurring due to Council activities was reviewed. It was **agreed** that the Clerk would further review the risks relating to the servicing and maintenance of the VAS signs in Chillaton, with a view to reducing any identified risks where possible and ensuring pertinent health and safety measures are in place.

017:17/18 ANNUAL PARISH MEETINGS

It was noted that no members of the public had attended either the Parish Meeting for Chillaton held on 3rd May, or that for Milton Abbot, Dunterton and Bradstone immediately prior to this meeting.

The meeting closed at 7.35pm

Signed:
Cllr Asbridge, Chairman

Date: