

**Brabourne Parish Council**  
**Minutes of the Annual General Meeting**  
**Held on Monday 18<sup>th</sup> May 2020 at 7.30pm virtually via Skype**

To be actioned by

<b>1. Present</b>	
Cllr Hickmott (Chairman), Cllr Mrs Young, Cllrs Atkins, Harbottle and Spokes, and Mrs Block (Clerk). 1 member of the public was present.	
<b>2. Apologies</b>	
Apologies were received from Cllr Mrs Tanner, Cllr Joules and Cllr Howard (ward member). Cllr Howard had sent a report to the Clerk and that had been circulated to all Councillors ahead of the meeting.	
<b>3. Declarations of Interest</b>	
There were no declarations of interest to be made.	
<b>4. Election of Officers</b>	
<p><b>Resolved:</b>  <b>That Cllr Hickmott be elected as Chairman, Cllr Mrs Young proposed and Cllr Spokes seconded. Cllr Hickmott took the chair.</b></p> <p><b>The following posts were elected en mass:</b>  <b>Vice-chairman: vacant</b>  <b>Planning Committee: Cllr Harbottle (Chairman), Cllr Mrs Young, Cllrs Hickmott and Spokes</b>  <b>Playing Field Association representative: Cllr Mrs Tanner</b>  <b>Village Hall representative: Cllr Mrs Young</b>  <b>Village Caretaker Management Committee: Cllr Hickmott</b>  <b>Community Led Plan representative: Cllr Atkins</b>  <b>KALC representative: Cllr Spokes</b></p>	
<b>5. Declaration of Acceptance of Office</b>	
The Declaration of Acceptance of Office as Chairman was signed by Cllr Hickmott and will be received by the Clerk, the Proper Officer of the Parish Council.	
<b>6. Confirmation of continuing eligibility to use the General Power of Competence</b>	
<p>As the previous Clerk held the qualification required for the General Power of Competence and the current Clerk does not, the Parish Council no longer holds the General power of Competence, however, the new Clerk is to obtain the qualification as soon as possible, however, it is noted that at present the Society of Local Council Clerks are not taking any new candidates due to the current Covid-19 pandemic. The Clerk is checking regularly and will register as soon as she is able.</p> <p><b>Resolved:</b>  <b>The Parish Council no longer has the General Power of Competence.</b></p>	TB
<b>7. Appointment and scope of the Internal Auditor</b>	
<p>The Clerk had used an Internal Auditor whom she uses for other Parish Councils and it was proposed that Mrs Smallwood be appointed as Internal Auditor for 2020-21. The Internal Audit Report for 2019-20 was received.</p> <p><b>Resolved:</b>  <b>That Mrs Smallwood be appointed as Internal Auditor and will review and report to the Parish Council whether its systems of financial and other internal controls over its activities and operating procedures are effective in 2020-21.</b>  <b>The Parish Council approved the written Internal Audit report for 2019-20.</b></p>	

8.	<b>Minutes of the Parish Council Meeting held on Monday 16<sup>th</sup> March 2020</b>																													
	<p><b>Resolved:</b>  <b>That the Minutes of the Meeting of the Parish Council held on 16<sup>th</sup> March 2020 be approved and confirmed as a true record.</b>          It was resolved that all Matters arising would be deferred to the next meeting in the hope that the next meeting would be held in the Village Hall rather than virtually.</p>																													
9.	<b>Financial Report</b>																													
	<p><b>9.1</b> To review the Parish Council's Risk Register          The Risk Register was approved with one amendment, the Clerk is to purchase a second flash disk for back-up purposes and is to create a copy that is passed to the Chairman. A back up of the PC files will then be stored off-site from the laptop at all times.</p> <p><b>9.2</b> Review of the System of Internal Controls          The System of Internal Controls was adopted and signed by the Chairman</p> <p><b>9.3</b> To approve the Annual Governance Statement          The Annual Governance Statement was completed, approved and signed by the Chairman.</p> <p><b>9.4</b> To approve the Statement of Accounts for the year          The Statement of Accounts was approved by the Council and signed by the Chairman.          Cllr Atkins queried the Fordred's Charity – Cllr Spokes explained, Cllr Hickmott to forward the details to Cllr Atkins.</p> <p><b>9.5</b> To agree payments in accordance with the Budget          A list of cheques to be signed had been circulated and cheques had been signed.</p>	TB																												
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	<p>Cllr Atkins queried whether there is any financial benefit to paying by Direct Debit for the water to the allotments. The Clerk will review.</p>	TB																												
	<p><b>9.6</b> To agree the addition of Cllr Atkins as a signatory to the Parish Council's accounts  <b>Resolved:</b>  <b>The Clerk would complete the paperwork and pass round for signing a mandate to add Cllr Atkins as a signatory</b></p> <p><b>9.7</b> To agree that the Parish Clerk be registered for telephone banking  <b>Resolved:</b></p>	TB																												

	<p><b>The Clerk should be allowed access to telephone banking in order to check statements/order new cheque books etc.</b></p> <p><b>Addition to Risk Register regarding this to be added.</b></p> <p><b>9.8</b> To review the Standing Orders, Register of Assets and Financial Regulations These documents remained unchanged and they were reviewed and accepted by all.</p>	TB
<b>10.</b>	<b>Open Session</b>	
	<p>Cllr Hickmott advised that the applicant who required an agricultural restriction declaration is to be submitted has made contact and this declaration is to be uploaded to the Planning Application. Cllr Hickmott is keeping an eye on the application and will advise the Councillors once this has been added.</p> <p>The member of public had nothing to discuss.</p>	MH
<b>11.</b>	<b>Any Other Business</b>	
	There was no other business to discuss.	
<b>12.</b>	<b>Date and time of next meeting</b>	
	<p>Monday 27<sup>th</sup> July, 7.30pm at Brabourne Village Hall/via Skype as necessary</p> <p>Monday, 28<sup>th</sup> September 2020</p> <p>Monday, 23<sup>rd</sup> November 2020</p> <p>Monday, 25<sup>th</sup> January 2021</p> <p>Monday, 22<sup>nd</sup> March 2021</p> <p>Monday, 24<sup>th</sup> May 2021</p>	