



CRESSING PARISH COUNCIL
Minutes of a meeting of Cressing Parish Council
held on Wednesday 30th May 2018 at 8.15pm
at St Barnabas, Claud Ince Avenue, Cressing



Present Cllr John Lawton - Chairman
Cllr. Colin Haines
Cllr. Keith Morland
Cllr. Steve Watts

In attendance Mrs Christine Marshall (interim Parish Clerk & Responsible Financial Officer)
County Councillor Robert Mitchell
District Councillor James Abbott
Four members of the public

18/073 Welcome

Chairman Cllr Lawton opened the meeting and welcomed those present.

18/074 Apologies for absence

It was resolved to accept the apologies of Cllrs Aston and Goundry. **Proposed: Cllr Haines, seconded Cllr Morland**

18/075 To elect the Chairman of the Parish Council

Nominations were requested. Cllr Lawton was **proposed by Cllr Watts, seconded by Cllr Morland, all in favour.** Cllr Lawton was duly elected as Chairman of the Parish Council for the current year.

18/076 Chairman's Declaration of Office

Cllr Lawton signed the Chairman's Declaration of Office and the Parish Clerk signed as the Proper Officer of the Council.

18/077 To elect the Vice-Chairman of the Parish Council

Nominations were requested. Cllr Aston was **proposed by Cllr Morland, seconded by Cllr Watts, all in favour.** Cllr Aston was duly elected as Vice-Chairman of the Parish Council for the current year.

18/078 No item – incorrect numbering on Agenda.

18/079 Vice-Chairman's Declaration of Office

Cllr Aston had been unable to attend the meeting and **it was** resolved that the Parish Clerk should seek his signed Declaration of Office and the Parish Clerk sign as Proper Officer of the Council outside of this meeting. **Action: Clerk**

18/080 Declarations of continued Acceptance of Office

Councillors signed a Declaration of Acceptance of Office and Declaration to Observe the Code of Conduct. The Parish Clerk signed as the Proper Officer of the Council.

It was resolved that the Parish Clerk should seek the signature of Cllrs Aston and Goundry and sign as the Proper Officer of the Council outside of this meeting.

Action: Clerk

18/081 **Register of Members' Interests**

Each Councillor confirmed their entry for the Register of Members' Interests was correct. **It was resolved** that the Parish Clerk should seek confirmation of Cllrs Aston and Goundry interests. **Action: Clerk**

18/082 **Consent Forms**

All Member's signed the Consent Form to receive the Council summons and Agenda electronically.

It was resolved that the Parish Clerk should seek the signature of Cllrs Aston and Goundry outside of this meeting. **Action: Clerk**

18/083 **Bank Mandate**

It was AGREED to continue with the Bank Mandate as currently in existence of any two signatories for all outgoing payments or instructions.

18/084 **Finance and Annual Return 2017-18**

- i. The Clerk presented the Annual Return for 2017-18 and that any queries raised by the Internal Auditor had been satisfactorily answered and the Auditor had duly completed and signed that section of the Report. The Auditor had provided a short report confirming that based on the information supplied and by the explanations provided by the RFO, the accounts for the year ended 31st March 2018 gave an accurate, true and fair view of the state of affairs of the Parish Council at that date.
- ii. The Clerk presented the end of year income/outgoing report – there were no comments or queries.
- iii. The Clerk presented the end of year Bank Reconciliation – there were no comments or queries.
- iv. The Clerk provided an explanation of any variances in the figures from 2016-17 Annual Return to 2017-18. There were no queries or comments.

The Chairman proposed a resolution that the Annual Return Governance Statement and Accounting Statement for 2017-18 should be signed. **Proposed: Cllr Lawton, seconded: Cllr Watts, all in favour.**

It was therefore resolved to instruct the Chairman and Clerk/RFO to:

- a. Sign the Accounting Statement 2017-18
- b. Sign the Governance Statement 2017-18

The documents were duly signed.

The period to exercise the public rights for the viewing of the Annual Return will be between 18th June and 27th July 2018.

18/085 **Policies and Procedures**

The timetable for review as shown on the Agenda was approved. **Proposed Cllr Lawton, seconded by Cllr Watts, all in favour.** **Action: Clerk**

18/086 **Committees**

It was agreed that the need for sub-committees at this time was not relevant. However, **it was resolved** to have an Employment Sub-Committee with Cllrs Watts and Lawton being members. **Proposed: Cllr Lawton, seconded Cllr Haines, all in favour.**

18/087 **Playing Field Officer**

Cllr Haines was **proposed by Cllr Watts, seconded by Cllr Lawton, all in favour.** Cllr

Haines was duly elected as Playing Field's Officer for the current year. The Clerk to provide sample reporting sheet.
Action: Clerk

18/088 **Public Footpaths' Officer**

Cllr Watts was **proposed by Cllr Lawton, seconded by Cllr Morland, all in favour.** Cllr Watts was duly elected as Public Footpaths' Officer for the current year.

18/089 **Tree Warden**

It was agreed to ask resident, David Morgan, if he would be prepared to continue in this role.

Action: Clerk

18/090 **Emergency Planning**

It was agreed to postpone this item until the June meeting.

Action: Clerk

18/091 **External Bodies' Representatives**

It was agreed to postpone this item until the June meeting.

Action: Clerk

Dates of meetings for 2018-19 were confirmed as:

2018	June 13	July 11	August 8
	September 12		October 10
	November 14		December 12
2019	January 9	February 13	March 13
	April 10	May 8	

There being no further business to be discussed, the Chairman declared this meeting closed at 8.50pm

Cllr Mitchell left the meeting.