

# Upper Hardres Parish Council

## Annual Meeting of the Council

Minutes of Annual Meeting held at Bossingham Village Hall  
on Monday 22 May 2023 at 7.00pm

1. Robert Quincey retired as Chairman and Councillor. Councillors thanked Robert for his dedicated service to the parish council since 2018 and presented a copy of the 1720 Upper Hardres map.

- i. **Appointment of Chair**

Cllr Nick Waldron was elected as Chairman:

proposed by Cllr Mick Broughton, seconded by Cllr Angela Waldron.

- ii. **Appointment of Vice Chair**

Cllr Mick Broughton was elected as Vice-Chairman:

proposed by Cllr Nick Waldron, seconded by Cllr Angela Waldron.

- iii. **Co-option of Councillor**

Section 21(2) of the Representation of the People Act 1985 states that, unless the number of newly elected members of the council is less than the number that constitutes a quorum, then those members may co-opt any person to fill unfilled vacancies.

Following an uncontested election for parish councillors in Upper Hardres resulting in two vacancies, it was agreed to co-opt Simon Warner. Simon was unable to attend this meeting and will be co-opted at a later meeting. One vacancy remains.

2. **Apologies and absences**

Attending: Chairman Nick Waldron, Cllr Angela Waldron, Cllr Mick Broughton, Clerk/RFO Clare Hamilton. Apologies: Simon Warner.

3. **Councillors' Acceptance of Office and Code of Conduct, declarations of Disclosable Pecuniary Interests**

Councillors accepted the Code of Conduct.

Councillors' Acceptance of Office forms completed.

Councillors' Disclosable Pecuniary Interests forms to be completed and logged with CCC.

4. **Councillor roles**

Planning, Highways, Playing Field, Defibrillator - to be decided.

5. **Minutes of Annual Meeting held on 03 May 2022**

**It was resolved** unanimously to accept the Minutes of the Annual Meeting of the Parish Council held on 03 May 2022.

6. **Annual Governance & Accountability Return 2022/23**

Due to receipt of the CIL payment and a capital grant for the village hall, income exceeded £25,000 in the financial year 2022/23 therefore the parish council does not qualify for exemption from limited assurance review this year.

**It was resolved** that, in order to meet requirements, the Annual Governance & Accountability Return will be completed and returned to the external auditor for review (this incurs a £210 fee).

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

(a) The Internal Audit was carried out by Jeremy Speakman on 11 April 2023. It is recommended that, as the previous valuation was held in 2013, a new valuation of the village hall is sought.

**It was resolved** unanimously to accept the recommendation from the Internal Auditor.

(b) **It was resolved** unanimously to approve and sign the Annual Governance Statement for the year ended 31 March 2023.

**8. Accounting Statements for the year ended 31 March 2023**

(a) **It was resolved** unanimously to approve the Accounting Statements which were signed and dated.

**9. Budget for the financial year 2023/24**

The Budget for 2023/24 was approved at the November 2022 meeting.

**10. Amendments to Financial Regulations** none

**11. Banking arrangements**

**It is resolved** that, following his retirement from the council, Robert Quincey will be removed as co-signatory to the Santander current account and a replacement second signatory will be confirmed at the next meeting.

Barclays deposit account signatories will be updated following eventual conclusion of their lengthy security review.

**12. Review of Insurance cover and quotations**

**It was resolved** to approve payment of insurance renewal premium of £429.60 due by 1 June 2023 (year 3 of a 3-year LTA with BHIB).

**13. Review of Policies and Procedures**

Policies and Procedures were reviewed and approved.

**14. Bossingham Playing Field**

Repairs and installation of some grass safety surfacing is to be carried out.

Annual RoSPA safety inspection is due in August.

**15. UHPC Grant Fund awards**

Three applications were received for the 2023 UHPC Grant Fund awards.

a. **It was resolved** to award funds as follows:

Stelling Minnis School Gardening Project: equipment	£125
Bossingham Village Hall: sundry items for VH	£125
Scouts: BBQ and/or table tennis table	£250

b. **It was resolved** not to donate to Kent Air Ambulance in order to keep these small funds within the parish.

**16. For information**

Annual Parish Meeting will be held on Tuesday 06 June 2023, 7pm at Bossingham Village Hall.

Signed..... Nick Waldron, Chairman, 14 May 2024

## Appendix

### 13. *The following Policies and Procedures have been reviewed:*

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: Inventory, Gifts

### *The following Policies have been reviewed and updated:*

Restricted & Unrestricted Reserves	Risk Assessment
Asset Register	GDPR Policy