

# MINUTES

ANNUAL MEETING OF THE PARISH COUNCIL at the MEMORIAL HALL on 24th May 2022 - started 7.45pm

**PRESENT:** Cllrs. B. Nelson (Chairman), Mrs E. Bradshaw (Deputy), N. Howgill, A. Powell  
R. Dunford-Brown, Mrs J. Rock

**IN ATTENDANCE:** Mrs J. Henderson (Clerk), Mr D. Bilverstone (Ukraine Co-ordinator)  
and 7 members of the public.

## AGENDA

- 1. Election of the Chair:**  
**Resolved:** Cllr Nelson was nominated. Proposed by Cllr Howgill and Seconded by Cllr Bradshaw - all in favour.
- 2. To receive the Declaration of Acceptance of Office for the Chairman -** The Chair, Cllr B. Nelson, was re-elected and signed the declaration.
- 3. Election of Vice Chair**  
**Resolved:** Cllr Bradshaw was nominated. Proposed by Cllr Nelson and seconded by Cllr Howgill - all in favour.
- 4. To receive written applications for the office of Parish Councillor -** None received. A candidate will be sought for co-option.
- 5. Apologies accepted by the Council -** Cllrs C. Ledward and V. Game
- 6. Public participation -** None
- 7. Declaration of interests -**  
**Resolved:** Noted none given.
- 8. To receive and sign the minutes of the Ordinary meeting held on 15.03.2022**  
**Resolved:** The Chair decided these will be addressed in the Ordinary meeting of the PC to follow.
- 9. Appointment of Lead Councillor Roles:**  
**Resolved:** the below -  
Planning & Defibrillator ----- Cllr Bradshaw (Chair)  
Way Warden & Asset Register ----- Cllr Rock  
IT/Webmaster/Repair Cafe/Parish Charity ----- Cllr Ledward  
Flood/Drainage liaison to DCC/EDDC ----- Cllr Game  
Grit Bins & Tree Warden ----- Cllr Howgill  
Kerswell Play Area ----- Cllr Dunford-Brown  
Broadhembury Play Area & Repair Cafe (Lead) ----- Cllr Powell  
PC nominated Trustee of the CLT ----- Vacant  
PC representative on the BHPN ----- Cllr Nelson

10. **Review of Register of Member's Interests** - Reminder for all to ensure up to date.
11. **Review of Policies** - The Code of Conduct will be reviewed by the Chair, but all other policies are in order at this time.

**Financial report:**

**a) To approve the financial statements to the end March 2022**

**Resolved:** Proposed Cllr Bradshaw, Seconded Cllr Howgill - all in favour.

**b) To approve retrospective payments**

**Resolved:** Proposed Cllr Bradshaw, Seconded Cllr Howgill - all in favour.

**c) To approve Insurance invoice for payment - BHIB**

**Resolved:** Insurance quote for one and three year agreement previously circulated.

The Clerk recommended a three year agreement which included free subscription to ParishOnline with BHIB and approve payment of invoice for £458.99.

Proposed Cllr Bradshaw, Seconded Cllr Howgill - all in favour.

**d) Review budget**

**Resolved:** Although the budget was accepted in principle it was decided more information was required in terms of ear marked reserves and spend initiatives for 2023. This will be worked on and presented at the next meeting (19th July) as directed by the Chair.

**e) To receive and approve the internal auditors report for the year ending March 31st 2022**

**Resolved:** Proposed Cllr Bradshaw, Seconded Cllr Howgill - all in favour.

**f) To approve the conclusion of the Annual Audit for year ending March 31st 2022 and publication of the Notice of Public Rights (scheduled from 13th June - 22nd July 2022)**

**Resolved:** Proposed Cllr Bradshaw, Seconded Cllr Howgill - all in favour.

12. Approve Exemption Notice re: External Audit  
**Resolved:** All were in favour.

ANNUAL MEETING of the PARISH COUNCIL was brought to a close by the Chair at 8pm.  
ORDINARY MEETING of the PARISH COUNCIL to commence.  
(see separate agenda)