GREAT EASTON PARISH COUNCIL

Minutes of the Annual Parish Meeting held on the 9th May 2022 in the Village Hall at 7.00pm

Present: P Brittain (Acting Chairman), C Johnston, L Walsh, R Wilson and B Hemmings. D Gibley (Clerk).
In attendance: D Cllr M Rickman and Mr P Johnson.

56/22 Apologies for absence
Cllr P Long

57/22. Cllr Brittain, Vice Chairman welcomed everyone to the meeting, adding that he would be chairing the meeting due to the unavoidable absence of the Chairman,

58/22. Previous minutes.
The minutes of the Annual Parish Meeting of 10th May 2021, previously circulated, were approved.

59/22 Matters Arising. None.

60/22.Election of Chairman
Cllr P Brittain proposed that Cllr Long continue as Chairman. This was seconded by Cllr B Hemmings and agreed unanimously. Cllr Long had previously indicated his willingness to stand.

61/22. Election of Vice Chairman
Cllr Wilson proposed that Cllr Brittain continue as Vice Chairman, seconded by Cllr L Walsh. This was agreed unanimously. Cllr Brittain accepted.

62/22. Annual Accounts
The Clerk, in his role as RFO, explained that the internal audit of the annual accounts for the FY ending 31 March 2022, had been completed by Mrs Julia Brittain. He made the following points in relation to the Summary of Income and Expenditures, previously circulated, noting that:

- **Income/Expenditures.** There was a recorded surplus of income over expenditure of £2,244 and a total carry forward of £15,722, including £2,584 in the deposit account.
- **LCC loan for LED conversion.** The accounts show that four of the five annual repayments have now been made. The annual electricity savings are approximately £600/year.

- Reserve/Precept. The total funds of £15,722 equate to approximately £3,000 more than the planned one year of regular expenditures. This has allowed the Precept for 2022/23 to remain unchanged. The RFO recommended that this level of reserve, approximating to just over one year's normal expenditures, provides the PC with the flexibility to respond positively to unexpected expenditures.

- VAT. VAT has continued to be successfully reclaimed..

- Reserve Account. The reserve account of £2,564 includes the transfer of £400 for possible election expenses in 2023.

-Audit. The external auditor continues to be PKF Littlejohn but the Parish Council continues to be able to certify exemption from external audit as annual income/expenditures are less than £25,000.

Cllr Brittain said that the financial accounts and their reporting to the PC continued to be of a high standard and thanked the RFO for his work. Cllr Brittain added that the Asset Register has been updated and the insurance cover remains adequate. The Clerk said he would pass the relevant forms requiring signing to the Chairman after the meeting, before forwarding to the auditor and posting on the website.

The Acting Chairman asked that the accounts, as presented, be accepted. This was unanimously agreed.

63/22. Insurance and Annual Risk Assessment

The Clerk reported that the Annual Insurance policy has been renewed with Zurich Municipal and confirmed that Public Liability cover remains at £10M.

The annual Village Risk Assessment perambulation was agreed to be scheduled at the next PC meeting.

64/22. Sub-Committee and Charity reports.

- Village Hall and Recreation Field. The Chairmans report for both the Village Hall and Recreation Field have been circulated. The RFO added that although there is no financial report for the Village Hall, it is understood that the financial position is sound; the hall having received an exceptional grant of £20,000 from HDC, in recognition of the loss of rental income during Covid. There continues to be close involvement with the Recreation Field committee because of the current purchase of additional play and exercise equipment. Both committees continue to operate most successfully for the benefit of the local community. The Parish Council directed that its appreciation of the work and commitment by the respective committees should be recorded and conveyed to the committee members.

Action: Clerk

- **Valentine Goodman Charity.** Mrs Vizma and Mrs Gibb continue to be the two village trustees. Mrs Vizma had forwarded a comprehensive report which has been previously circulated. Mr Johnson noted that there is little local publicity of the work of the Charity and the website is not very informative. This was noted and will be conveyed to the local trustees. **Action : Clerk**

65/22. Councillors' Responsibilities

Cllr Brittain said that the paper outlining the Committee Structures has been updated and will be on the website. Cllrs agreed to the following individual responsibilities:

Chairman	-	Chairman, Police Liaison, Community and Heritage.
Cllr P Brittain	-	Vice Chairman, Planning, Internal audit and Neighbourhood Plan monitoring.
Cllr C Johnston	-	Tree Warden, Conservation, Grass cutting and Environment
Cllr L Walsh	-	Website, Transparency, Communication and Defibrillator
Cllr R Wilson	-	Community Actions, Flood alleviation and Volunteers coordination.
Cllr B Hemmings	-	Footpaths, Rights of Way and Street Lighting
D Gibley	-	Parish Clerk and Responsible Finance Officer (RFO)

66/22. Date of next Annual Parish Meeting
Monday 8th May 2023.

DAC Gibley
(Clerk)

Cllr P Long
(Chairman)