

LODSWORTH PARISH COUNCIL

DRAFT Minutes of the Parish Council Annual Meeting held at Lodsworth Village Hall On Monday 13th May 2019

Present: Councillors Emma Davies, Justina Leitao, Caroline Neville (Chair), Paul Phillips, Mark Reed, James Rees and Tom Richardson

In attendance: Mrs Helen Cruikshank, Parish Clerk

ANNUAL PARISH COUNCIL BUSINESS AGENDA

1. To Elect a Chairman

Nominations for Chairman were invited for the ensuing year. Caroline Neville was proposed by Justina Leitao and seconded by Tom Richardson. There being no other nominations it was **RESOLVED** that Caroline Neville be elected as Chairman of Lodsworth Parish Council.

2. To Elect a Vice-Chairman

The Chairman invited nominations for Vice-Chairman and Paul Phillips was proposed by Justina Leitao and duly seconded by Mark Reed. There being no other nominations, it was **RESOLVED** Paul Phillips be elected Vice-Chairman for the ensuing year.

3. To Elect members of the Working Parties and Other Committees

It was agreed the responsibilities and Committees 2019/20 would be as follows:

Highways: Tom Richardson

Speedwatch: Emma Davies

Allotments: Paul Phillips and Mark Reed

Footpaths and Rights of Way: James Rees

Play Area: Emma Davies

Winter Plan: Justina Leitao

Parish repairs: Paul Phillips and Deryck Hamon (non-Councillor)

Website: Parish Clerk

Specific projects:

Lickfold Bridge Flooding: Jim Summers

Representatives:

Village Hall Committee: James Rees

SDNP: James Rees and Justina Leitao

Cowdray Estate liaison: James Rees

Committees

Planning: All Councillors.

Finance: Caroline Neville, Paul Phillips and James Rees

Cheque signatories: Caroline Neville, Paul Phillips and Justina Leitao

4. To affirm dates of future meetings 2019/20

The following meeting dates were agreed for the year:

Monday 10th June 2019

Monday 8th July 2019

Monday 9th September 2019
Monday 11th November 2019
Monday 13th January 2020
Monday 9th March 2020
Monday 11th May 2020 (Annual Meeting)

All meetings are held at 7.30pm at Lodsworth Village Hall. Planning meetings are held as and when necessary. Contact the Clerk for details of these.

PARISH COUNCIL AGENDA

Comments and Questions from members of the Public

There was one member of the public present who was interested in becoming a Parish Councillor.

31/19 To note apologies for absence

Apologies had been received from Parish Councillor Jim Summers.

32/19 Declarations of interest

The Chairman reminded members of the code of conduct.

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33/19 Minutes of the previous Parish Council Meeting

The minutes of the meeting held on Monday 11th March 2019 were approved and signed as a correct record.

34/19 Financial Matters

- The Councils current financial position of £32,530 was noted.
- The bank reconciliation as at 10th May 2019 was noted.
- The schedule of accounts submitted for payment were approved as follows; WSCC (Clerk's March & April Salaries @ £900), Function 28 Ltd (3 monthly website hosting fee @ £36), WSALC Ltd (Annual Subs 2019/20 @ £208), Nathan Silius (Play area grass cutting @ £135), Zurich Municipal (Insurance renewal 2019/20 @ £746) and Mr Paul Phillips (reimbursement of repairs to allotment tiller @ £143)
- Clerk had previously distributed the year-end documents which included:
 - a) Income and Expenditure sheet y/e 31st March 2019
 - b) Bank reconciliation as at 31st March 2019
 - c) Annual Internal Audit Report 2018/19
 - d) Certificate of Exemption – AGAR 2018/19
 - e) Sections 1, 2 and 3 of the Annual Return 2018/19
 - f) Explanation of Variances 2018/19

Members considered these; the Accounts for 2018/19, the Annual Return 2018/19 including section 1: the Annual Governance Statement questions and section 2: the Accounting Statement figures. Members noted the Internal Audit had successfully been carried out. The Annual Return statements and figures were duly proposed and seconded. The Certificate of Exemption, Section 1 and Section 2 were all approved by Full Council and signed by the Chairman.

35/19 Date of next Parish Council meeting – Monday 10th June 2019 at 7.30pm

The Chairman closed the meeting at 9.15pm