**IDE PARISH COUNCIL**

**DRAFT MINUTES OF THE ANNUAL MEETING of Ide Parish Council** at 7.30pm on Wednesday 13 May 2020 , conducted by Skype online remote conferencing on audio only. The meeting was held in public by making it available on Skype.

There were no public participants. No recordings were made

**PRESENT** Nick Bradley, chair, Pete Bishop, Andy Swain, Rachel Herbert, Mark Thomas, Jessica Paine, Paula Burton Perrett. **Attended by** Mel Liversage, clerk

1. **Apologies –** apologies from Councillor Charles Nuttall TDC
2. **Minutes of last meeting -** minutes of 15th May 2019 were signed by the chair as a correct record and will be hand delivered to the clerk
3. **Appointment of Officers and Committees for 2020/2021**

Appointment of the following: The chair left the meeting after declaring himself willing to serve again as chair.

 Nominated Seconded

* Chair - Nick Bradley PB AS
* Vice-chair - Pete Bishop NB RH
* Treasurer – Mel Liversage (RFO)
* Internal auditor – Alison Marshall NB PB
* External auditors – PKF Littlejohn (assigned)
* Planning committee chair - Pete Bishop AS RH
* Cemetery co-ordinators – Mel Liversage, Sarah Tiley
* School and Play Area liaison - Pete Bishop and Mark Thomas
* Tree wardens - Pete Bishop and Mark Thomas
* Memorial Hall representative – Paula Burton Perrett and Jessica Paine
* Footpath wardens - Andy Swain
* Allotments co-ordinator - Nick Bradley
* Website co-ordinator - Andy Swain
* Defibrillator monitor- Brenda Mosedale
* Cheque signatories Nick Bradley, Pete Bishop, Andy Swain, Mark Thomas and Jessica Paine

**PARISH COUNCIL WORKING GROUP MEMBERS:**

**PYNES ORCHARD** – NB, MT, JP.

**WEIR MEADOW** – NB, JP.

**EMERGENCY PLANNING/COVID19** PB, PBP.

**CLIMATE EMERGENCY** AS.

1. **Finance Report: (Clerk)**
2. Finance report for year ending 31 March 2020 **Approved**
3. Year End accounts 2019/2020 **Approved**
4. Annual sum for allocation to the Village Fund, £500.00 was **Approved**
5. **Annual Audit: (Clerk)**
6. Certificate of Exemption – Annual Governance and Accountability Return (AGAR) 2019/20 Part 2 was approved by the councillors\*
7. Annual Internal Audit Report completed 3 May 2020 by internal auditor, Alison Marshall was approved\*
8. Annual Governance statement for 2019/2020 was approved by the councillors\*
9. Accounting statements for 2019/2020 were approved by the councillors and signed by the chair\*

**\*Hard copies of these documents will be signed and dated by the chair and clerk as RFO and sent to PKF Littlejohn, electronically.**

1. **Dates for Parish Council meetings in 2020/21 confirmed:**

 2020: 15 July, 16 September, 18 November

 2021: 20 January, 17 March & 19 May

Meeting closed at 7.50pm.