

# 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 15<sup>th</sup> 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.

### **4. Finance Report: (Clerk)**

- Finance report for year ending 31 March 2020 **Approved**
- Year End accounts 2019/2020 **Approved**
- Annual sum for allocation to the Village Fund, £500.00 was **Approved**

**5. Annual Audit: (Clerk)**

- a) Certificate of Exemption – Annual Governance and Accountability Return (AGAR) 2019/20 Part 2 was approved by the councillors\*
- b) Annual Internal Audit Report completed 3 May 2020 by internal auditor, Alison Marshall was approved\*
- c) Annual Governance statement for 2019/2020 was approved by the councillors\*
- d) 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.**

**6. 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.

DRAFT