

## **ANNUAL MEETING of IDE PARISH COUNCIL**

**Draft minutes of the Annual Meeting of Ide Parish Council, held directly after the Annual Parish Meeting which started at 7.30pm on Wednesday 18 May 2022 in Ide Memorial Hall.**

This meeting was not recorded.

Present: Councillors Nick Bradley (chair) Mark Thomas (vice chair), Rachel Herbert, Jessica Paine, Paula Burton Perrett, Ben Ervine, Laura Bell and Nick Creasy.

In Attendance: Mel Liversage (Clerk), Charles Nuttall (DCC) and one member of the public.

**1. Apologies:** Andy Swain, Alan Connett (DCC)

**2. Minutes of last Annual Meeting of Ide Parish Council**

The draft minutes of 5 May 2021 (see Ide Village website) were approved and signed.

**3. Appointment of Officers and Committee members for 2022/2023**

Elections took place of following:

- Chair – Nick Bradley was re-elected – proposed by Councillor Herbert and seconded by Councillor Paine. The Declaration of Acceptance of Office, to be signed as soon as possible by the chair
- Vice-chair - Mark Thomas
- Treasurer and Responsible Financial Officer - Mel Liversage, clerk
- Internal auditor - Alison Marshall
- External auditors - PKF Littlejohn - assigned
- Planning Committee - Ben Ervine (chair), Rachel Herbert, Mark Thomas & Laura Bell
- Cemetery co-ordinators - Mel Liversage & Sarah Tiley
- School and Play Area Liaison - Mark Thomas & Laura Bell
- Tree wardens - Ben Ervine & Mark Thomas
- Memorial Hall representative - Paula Burton-Perrett
- Footpath wardens - Andy Swain & Nick Creasy
- Allotments co-ordinator- Nick Bradley
- Website co-ordinator - Ben Ervine
- Defibrillator monitor - Brenda Mosedale
- Cheque signatories - Nick Bradley, Jessica Paine, Andy Swain & Rachel Herbert
- Electronic Bank Authorisers - Nick Bradley, Jessica Paine, Andy Swain & Rachel Herbert

**Working Group Members:**

- Covid-19 and Emergency Planning Group: Paula Burton-Perrett, Ben Ervine & Nick Creasy.
- Joint Projects Fundraising Group and Weir Meadow WG: Nick Bradley, Mark Thomas & Rachel Herbert.
- Ide Community Orchard Management Group: Nick Bradley, Jessica Paine & Mark Thomas.
- Climate Emergency and Environment Working Group: Andy Swain & Paula Burton Perrett.

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

a) **Treasurer's Financial Report** and the accounts for year ending 31 March 2022 were approved.

b) An annual sum for allocation to the **Village Fund** £500 was approved.

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

a) **Annual Internal Auditor's Report** by Alison Marshall, 3 May 2022 was accepted  
**Paper 2 Annual**

**b) Annual Governance and Accountability Return (AGAR) 2021/22**

(i) **Annual Internal Audit Report AGAR 1A** report completed by Alison Marshall was discussed and accepted  
**Paper 3 Annual**

**Action ML: construct separate table of recommendations from audit report for information and as future check list**

**Action ML: add these items to the 2022/23 Risk Management exercise**

(ii) Section 1: To review **Annual Governance statement for 2021/2022**. Chair and RFO and completed and signed the statement  
**Paper 4 Annual**

**Action ML : post on website**

(iii) Section 2: **Accounting Statements 2021/2022** were accepted and signed by the chair and RFO

**Action ML: post on website**

**Paper 5 Annual**

(iv) Section 3: **External Auditor report and certificate** for submission (blank copy), a copy will be submitted for completion by PKF after this meeting along with the annual returns

**Paper 6 Annual**

**Action ML: submit returns and certificate to auditors**

**6. Dates for 2022/2023 Parish Council meetings – the following dates were agreed and accepted**

2022: 20 July, 14 September, 16 November;

2023: 18 January, 15 March & 17 May.