

MINUTES OF THE ANNUAL MEETING of IDE PARISH COUNCIL – held on Wednesday 17 May 2023 in Memorial Hall at 7.30pm following on from IPC chair’s report to the Annual Parish meeting

Present: Councillors Nick Bradley, chair, Mark Thomas, vice chair, Jessica Paine, Paula Burton Perrett, Ben Ervine, Nick Creasy, Laura Bell, John Parrott, TDC, Kevin Lake TDC

In attendance: Mel Liversage, clerk

1. Appointment of Officers and Committee members for 2023/2024

Election of the following:

- Chair - Nick Bradley was re-elected - proposed by Mark Thomas and seconded by Rachel Herbert and the Declaration of Acceptance of Office, was signed.
- Vice-chair - Mark Thomas was re-elected – proposed by Laura Bell and seconded by Ben Ervine and the Declaration of Acceptance of Office was signed
- Treasurer and Responsible Financial Officer Mel Liversage, clerk
- Internal auditor Alison Marshall will be contracted
- External auditors PKF Littlejohn is 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 and Laura Bell
- Tree wardens Ben Ervine and Mark Thomas and Nick Creasy
- Memorial Hall representative Paula Burton-Perrett
- Footpath wardens Paula Burton-Perrett, Nick Creasy
- Allotments co-ordinator Nick Bradley
- Website co-ordinator Ben Ervine
- Defibrillator monitor Brenda Mosedale
- Cheque signatories Nick Bradley, Jessica Paine, Rachel Herbert Ben Ervine
- Electronic Bank Authorisation Nick Bradley, Jessica Paine, Rachel Herbert Ben Ervine

NB- The Planning Committee may wish to increase committee membership to 5 to ensure enough Councillors are available to be quorate as there is short time frame in which to comment back to TDC. – Cllrs will consider this for the next IPC meeting

Working Group Members:

- Emergency Planning Group: Paula Burton-Perrett, Ben Ervine
- Joint Projects Fundraising Group and Weir Meadow WG: Nick Bradley, Rachel Herbert
- Ide Community Orchard Management Group: Nick Bradley, Jessica Paine, Mark Thomas
- Climate Emergency and Environment Working Group: to be appointed

2. Apologies Alan Connett (DCC)

3. Minutes of the last meeting were signed and accepted on 20 July 2023

4. Finance Report: (Clerk)

- a) **Treasurer’s Financial Report** was approved and accepted for year ending 31 March 2023

b) An annual sum for the **Village Fund** of £500 was approved

5. Annual Audit reports: (Clerk)

- a) **Annual Internal Auditor's Report** was discussed and accepted from Alison Marshall, dated 25 April 2023 **Paper 2 Annual**
ACTION ML – the Risk Assessment Policy document will be updated to include wording regarding IPC Councillor's email addresses and security, to mitigate the risks of any cyberattacks and/or hacking. **BE** will look again at using Gov.uk addresses and report back to the next meeting

b) Annual Governance and Accountability Return (AGAR) 2022/23

- (i) **Annual Internal Audit Report AGAR 1A** report completed and signed by Alison Marshall was discussed and accepted **Paper 3 Annual**
- (ii) Section 1: The **Annual Governance statement for 202/2023** was completed by the councillors present and signed by Chair and Clerk **Paper 4 Annual**
- (iii) Section 2: **Accounting Statements 2022/2023** was signed **Paper 5 Annual**
- (iv) Section 3: **External Auditor report and certificate** for submission (blank – is to be submitted for completion by PKF after this meeting) **Paper 6 Annual**

ACTION ML All the above AGAR forms will be posted on the website and submitted to PKF

6. Dates for 2023/2024 Parish Council meetings

2023: 19 July, 20 September, 15 November;
2024: 17 January, 20 March & 15 May.

This section of the meeting closed at 8.20pm

This meeting was followed immediately by the regular May Ide Parish Council meeting

NOTE: Contact details for residents

Clerk – Mel Liversage 01392 259024 ideparishclerk@gmail.com
Chair – Nick Bradley 01392 420616 ncabradley@gmail.com