

IDE PARISH COUNCIL

Draft minutes of the Annual Meeting of Ide Parish Council held at 7.30pm on Wednesday 15 May 2024 in Ide Memorial Hall , Fore Street, Ide which followed the Ide Annual Parish Meeting

Present: Councillors Nick Bradley(chair), Mark Thomas (vice chair), Rachel Herbert, Paula Burton Perrett, Ben Ervine, Sarah Tiley and Patrick Irwin

In attendance: Mel Liversage, clerk, John Parrott (TDC), Charles Nuttall (TDC)

AGENDA

1. Election and appointment of chair for 2024/2025 – resolved to elect Nick Bradley unanimously - proposed by Cllr Mark Thomas and seconded by Cllr Rachel Herbert and the Declaration of Acceptance of Office was signed

2. Apologies: were received from Cllrs Laura Bell and Nick Creasy who were away due to work commitments and Cllr Kevin Lake (TDC) due to a family commitment. Apologies were accepted

3. Declarations of Interest – There were none

4. Appointment of Officers and Committee members for 2024/2025

Resolved to appoint to the following posts unanimously :

- Vice-chair Mark Thomas was re-elected – Proposed by Cllr Tiley and seconded by Cllr Irwin and the Declaration of Acceptance of Office was signed
- 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, and Patrick Irwin
- Cemetery co-ordinators: Mel Liversage, Sarah Tiley
- School and Play Area Liaison: Mark Thomas and Laura Bell
- Tree wardens: Ben Ervine, Mark Thomas, 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, Rachel Herbert, Ben Ervine, Laura Bell
- Electronic Bank Authorisation: Nick Bradley, Rachel Herbert, Ben Ervine, Laura Bell

- Asset Register Items Maintenance Checks: Nick Creasy

Councillors serving on Working Groups:

- * Flooding and Emergency Planning Working Group: Nick Bradley, Paula Burton-Perrett, Ben Ervine
- * Weir Meadow, Northern Fields and Fund Raising WG: Nick Bradley, Rachel Herbert
- * Ide Community Orchard Management Group: Mark Thomas, Nick Bradley, Patrick Irwin

5. Resolved to accept the minutes of the last meeting dated 17 March 2023 which were signed at the meeting held on 19 July 2023

6. Finance Report: (Clerk)

- (a) **Paper 1 Treasurer's Financial Report** - accounts for year ending 31 March 2024 were resolved and accepted - Proposed by Cllr Ervine and seconded by Cllr Irwin
- (b) An annual sum for the **Village Fund** of £500 was resolved and accepted - Proposed by Cllr Herbert and seconded Cllr Burton Perrett

7. Annual Governance and Accountability Return (Clerk & Chair) Papers 2

Following the recommendations made in Mrs Marshall's April 2023 report, we have during this year:-

- reviewed the NALC recommendation to adopt bespoke, preferably gov.uk, email addresses for councillors. This was discussed again at this meeting and as all councillors have a dedicated Ide Parish Council address, it was decided not to change to gov.uk addresses as 2 councillors already have gov.uk email addresses for their employment. whenever possible ensured that invoices are addressed to the Council so that VAT may be re-claimed and re-allocated purchases of food and drink under Section L137 in the accounts – ensured that cover for cyber security is included as part of our annual insurance policy-
- accounted for the apparent discrepancy in the figures presented under Reserve Funds in last year's accounts - the Orchard and Recreation Ground Accounts are ear marked funds and should not have been included as Reserve Funds,
- increased the number of authorised signatories per bank account to four

Her recommendations from 2023/2024 are

- General reserves are a little high – but the total had included the ear marked funds in the Community Orchard account of £10,952.38 and Weir Meadow account of £28,996.41. The general reserves stand at £14, 522 with a precept this year of £15,974
- Play equipment was inspected on 3 April 2024 and the report has been published on the website and the recommended actions have been undertaken
- Pensions Regulator documentation has been confirmed and is up to date
- Asset register now has the total added
- Only two quotations for the artificial grass wicket were obtained as they were the two specialist contractors recommended by the English Cricket Board

Paper 3 The AGAR Internal Audit form 3 has been signed by Mrs Marshall showing no areas of concern

Papers 2 and 3 - resolved and accepted unanimously Proposed by Cllr Ervine and seconded by Cllr Thomas

- (ii) The **Annual Governance Statement for 2023/2024 Section 1** was completed at the meeting and signed by the Chair and RFO **Paper 4 Annual**
- (iii) **Accounting Statements 2023/2024 Section 2** were checked and signed by the Chair and RFO **Paper 5 Annual**
- (iv) The blank form for **External Auditor's Report and Certificate 2023/24 Section 3** was viewed for submission to PKF with the completed relevant documents **Paper 6 Annual**

Resolved to accept the above documents for submission to the external auditor PKF Littlejohn - Proposed by Cllr Irwin and seconded by Cllr Herbert - accepted unanimously

Dates for 2024/2025 Ide Parish Council meetings Resolved to set the dates for and approved as:-

2024: 17 July, 11 September, (NB this is the 2nd Wednesday) & 20 November

2025: 15 January, 19 March & 21 May.

This meeting was followed immediately by the regular May Parish Council bi-monthly meeting

NOTE: Contact details for residents

Clerk – Mel Liversage 01392 259024 ideparishclerk@gmail.com

Chair – Nick Bradley 01392 420616 nickbradley.ideparishcouncil@gmail.com