

RINGSFIELD AND WESTON PARISH COUNCIL

ANNUAL MEETING – 20TH MAY 2016 – 7pmMINUTES [approved by councillors on 17th June 2016]

1. The chairman, Louise Rees, welcomed councillors Sarah Statt, Stephen Warner, Chris Scott, David Francis and David Cannell. Apologies were received from Rory Sherriff. Mick Arnold was absent. The clerk, Caroline Cardwell, was in attendance. Apologies were also received from David Ritchie [SC councillor].
2. Election of chairman for coming year – Louise Rees was proposed and all councillors agreed; Louise Rees signed the acceptance form.
3. Election of vice-chairman for coming year – David Cannell was proposed and all councillors agreed; David Cannell signed the acceptance form.
4. Declarations of interest and dispensations allowed – none.
5. Councillors' responsibilities – Rory Sherriff had agreed to monitor hedges, paths and trees.
6. Minutes of previous meeting [22-04-16] were approved and signed as a true record.
7. Matters arising – 2 councillors are to read the lessons at the Weston church service on 29th May; no other plans for celebration of 90th birthday of Queen Elizabeth II; Chris Scott commented on Community Council costs and also the need to monitor the Beccles Town Plan.

The meeting closed at 7.10pm for Cllr. Kevin Springall [WD councillor] to give a report [attached]. He commented on the traffic problems outside Ringsfield Primary School, spoke of meeting with Mark Kerridge [Sfk. Highways]; it was hoped that May Gurney could carry out a traffic analysis before the Beccles ring road is built. Hundred River floods at Weston could be improved by repairs to river bank. KS reported that he and Mrs. Springall had attended a Royal Garden Party. The meeting opened at 7.20pm. The chair thanked Kevin Springall for attending.

8. Finances

- balances at 29-05-16 - c/acct: 18,349.93
- Cheques for approval
 - No. 545 to C. Cardwell - £177.92 [net sal May]
 - No. 546 to L. Rees - £38.99 [flowers etc for retiring clerk]
 - No. 547 to SALC - £249.95 [sub and loc council.]
- Internal auditor's report was received and key points noted below.
 - Sect. 137 payments to be identified
 - Financial Regulations and Standing Orders update needed

REES

- Internal Control and Risk Assessment documentation needed
- Compliance with Transparency Code needed
- Asset Register to be updated and values checked against Annual Return
- Invoices and cheque book to be initialled by signatories
- Annual meeting in 2015 was outside the legal timescale?
- Bank mandate – PC address changed to that of current clerk.
- External audit – Annual governance statement was approved and signed; the annual return for year ending 31 March 2016 was approved and signed.

9. Correspondence – received and noted

10. Any other business – none

11. Next meeting – 17th June 2016.

The meeting ended at 7.45pm

ARCS