

Waltham Parish Council

EST. 1894

Minutes of the Annual Parish Council Meeting held on the 3rd of May 2022 at Waltham Village Hall

In line with the Transparency Code all public documents relating to the meeting are published in an Agenda Pack on the Parish Council Website at <https://walthampc.org.uk>

Present: Parish Councillors: John Barry (Chair), Jane Robinson, Sue Browne, and Chris Crowley.
Parish Clerk: Tony McCord.

Absent: Cllr. Ben Grillet.

In Attendance: Ward Councillor Robert Thomas.

The meeting commenced at 19.35 with a welcome by the Chairman.

22/23.011 Election of Chairman:

Having indicated his willingness to serve for a further term and there being no other expressions of interest Cllr John Barry was proposed by Cllr Sue Browne seconded by Cllr Jane Robinson and the **Resolution** to elect was carried by a unanimous vote. The Chairman then signed a declaration of acceptance of office, countersigned by the Proper Officer.

22/23.012 Appointment of Vice Chairman:

Cllr Browne proposed that Cllr Robinson be appointed, seconded by Cllr Crowley, approved by unanimous vote. Cllr Robinson agreed to continue her role of overseeing the accounts system.

Action: Clerk

22/23.013 Apologies for absence:

No apologies were received.

22/23.014 Declarations of any Disclosable Pecuniary interests or Other significant Interests:

There were no declarations of interest.

22/23.015 Approval of Minutes:

The minutes of the Ordinary Meeting on the 5th of April were approved as a correct record.

22/23.016 Public Session:

There were no members of the public present.

22/23.017 Reports from County and City Councillors:

- a) A report from **County Councillor Mike Sole** had previously been sent to the Parish Council and published on Facebook, giving a summary of his activities representing Canterbury South at KCC and Nailbourne Ward at the City Council.
The main points were Mike's attendance at Annual Parish Meetings; The City Council's move from a Committee system to a Leader and Cabinet model; and his involvement with flood management and highways issues.

- b) **City Councillor Robert Thomas** presented his varied report covering issues such as the City Councils Forward Plan; Capital Funding; Tree planting; Early evening closure of gates to Dane John Gardens because of anti-social behaviour; and the continuation of Operation Brock.

22/23.018 Financial Matters:

- a) **Financial Report:** The Clerk/RFO gave a brief verbal report on the first month of the financial year. The Precept (£7,161) and CFF (£2,174) had been received, giving a total balance of £20,258.28. The budget for 2022/23 is circa £17,000 so there is some flexibility.
- b) **Payment Schedule:** A revised payment schedule had been emailed to Members prior to the meeting:

Payment Schedule - 1st to 30th of April 2022

Bank Balance @ 27:04:22 = £20,258.28

Transaction Number	Invoice Date	Invoice Number	Payee	Payment Summary	Net Amount	VAT	Gross Amount
22/23.01	31:03:22	2907	Eyelid Productions	Website support	£100.00	£0	£100.00
22/23.02	01:04:22	0300	KALC	Annual Subscription	£212.84	£42.57	£255.41
22/23.03	27:04:22	001	A S McCord	Salary & Expenses	£245.60	£1.00	£246.60
22/23.04	03:05:22	4022	Mrs J Simpson	Internal Audit	£65.00	£0	£65.00
Total					£623.44	£43.57	£667.01

Members noted the details of each transaction and **resolved** to approve the payments.

The Clerk advised that Cllrs Ben Grillet and Chris Crowley were in the process of registering as authorising signatories but arrangements had not yet been finalised by Unity Trust. **Action: Clerk**

22/23.019 Annual Governance and Accountability Return:

The Chairman opened discussions indicating that the 4 documents comprising the return would be considered in order of presentation:

- a) **To approve a Certificate of Exemption:** Protracted debate occurred, with one Member expressing concern that the figures stated may not be correct. It was **resolved** by a majority vote with one abstention that the Certificate be approved with the proviso that the figures be rechecked and corrected if necessary. The Certificate was then signed by the Chairman and the RFO. **Action: Clerk**
- b) **To receive the Internal Auditors Report:** The Chairman highlighted each of the 14 assertions in the Report which had been subject to a selective assessment of the Authority's compliance with relevant procedures and controls based on accounting evidence. Members noted that the audit had revealed no issues of concern.
- c) **To approve the 2021/22 Annual Governance Statement:** Members discussed each of the 8 applicable assertions, basing their considerations on briefing notes prepared by the RFO. Council concluded that there was a sound system of Internal Control and **resolved** to approve the Statement, which was signed by the Chairman and the RFO.

d) 2021/22 Accounting Statement: The Statement had been prepared by the RFO who certified that it had been prepared on a receipts and payments basis and represented fairly the financial position of the Authority. Council unanimously **resolved** to approve the statement, confirmed by the Chairman's signature.

In addition to the AGAR return, Members noted the work done by the RFO in preparing a bank reconciliation and an explanation of variances for the 2021/22 financial year. Both would be included in the publication of accounts in accordance with Accounts and Audit Regulations 2015.

22/23.020 Annual Parish Meeting - 26th of April:

Members discussed the arrangements and the outcome of the meeting. It was felt that everything had worked well with good reports from contributors, and the break for refreshments had encouraged a very convivial atmosphere. An invoice for £31.93 was presented by Cllr Robinson for refreshment sundries. Minutes of the formal part of the meeting would be prepared as time permits.

Action: Clerk

22/23.021 The Queens Platinum Jubilee arrangements:

Cllr Jane Robinson gave an update on progress, suggesting that arrangements were progressing smoothly. It was agreed that Council would provide some funds for Prosecco on a sale or Return basis, circa 12 bottles for the expected 75 to 100 participants.

Action: Cllrs JR and BG

Invoices totalling £22.47 were presented for the preparation of Jubilee flyers.

Action: Clerk

22/23.022 Date of next meeting:

It was confirmed that the next Ordinary Meeting would be held as planned on the 7th of June 2022 commencing at 7.30 pm.

The meeting ended at 9.20 pm.

Chairman's Signature:

7th of June 2022