# MINUTES of ANNUAL MEETING OF AVON DASSETT PARISH COUNCIL

Monday 22nd May 2017 at 7.30 pm

The meeting commenced at 7.30pm

1) Election of Chairman & Vice-Chairman. Trevor Gill was proposed as Chairman: Proposed: Mike Blakeman, seconded: Liz Hirst. Mike Blakeman was proposed as Vice-Chairman, proposed Martyn Heard, seconded: Liz Hirst. The declarations of interest and acceptance of office forms were completed, signed and dated.

2) Apologies: None

   Present: Trevor Gill (Chairman), Mike Blakeman, Liz Hirst, Martyn Heard, Darrell Muffitt, Councillors Chris Williams and John Fielding (left the meeting at 7.40pm in order to attend other PC meetings), Clerk (Helen Hide-Wright).

   Members of the public: Tony Illot, Dave Hirst, Michele Gill, John Anderson, Diane Anderson.

3) Confirm minutes of last Annual Meeting held on 9th May 2016. The minutes were accepted. Proposed: Martyn Heard, seconded: Mike Blakeman.

   a) 20160509 Avon Dassett Parish Council Annual Meeting Minutes

4) Financial Report

   a) RFO certification of accounts: Properly representing receipts and payments 2016-2017 financial year. The Clerk confirmed that the internal auditor had signed off the accounts and procedures of ADPC for the 2016-17 financial year.
   b) Approval of ADPC Statement of Accounts: The accounts were accepted at the meeting. Proposed: Mike Blakeman, seconded: Liz Hirst.

      i) 20170331 Financial Report For Year 2016 - 2017.

   c) Signing and dating of ADPC Account statement . Trevor Gill signed the Accounting Statement.
   d) Audit: Consideration and signing and dating of Annual Governance Statement. Proposed: Mike Blakeman, seconded: Martyn Heard. Signed by Trevor Gill and Helen Hide-Wright.
   e) Audit: Consideration and signing of Accounting Statements 2016/17. Proposed: Mike Blakeman, seconded: Martyn Heard. Signed and dated by Trevor Gill and Helen Hide-Wright. The Clerk also signed the Grant Thornton Schedule for Submission.
   f) Internal Audit Report for the 2016-2017 financial year

      i) 20170425 Avon Dassett Parish Council Internal Audit Report 2016-2017

5) Annual review of:

a) Banking Standing Orders and Direct Debits (HMRC, Information Commissioners Office, Npower)

i) 20170331 ADPC Schedule Of Direct Debits

b) Communications Policy

This is not available for review at this time as ongoing discussions are being held in respect of the relationship between the Parish Council and Community websites.

c) Emergency Plan

i) 20170522 ADPC Emergency Plan

d) The Financial Regulations

i) 20170522 ADPC Financial Regulations

e) The Fixed Assets List

i) 20170331 ADPC Fixed Assets Schedule

f) The Non-Financial Standing Orders

i) 20170522 ADPC Non Financial Standing Orders

g) Planning Policy

i) 20170522 ADPC Planning Standing Orders

Reports 5 a-g were accepted by the meeting. Proposed: Liz Hirst, seconded: Martyn Heard.

6) Agreement of New Policies

a) Data Protection

i) 20170522 ADPC Data Protection Policy

Trevor reported that there will be changes in legislation in respect of our Data Protection procedures possibly including the appointment of a Data Protection Officer. He expressed the view that this should be formally included within the Clerk's responsibilities but advised that training would be required for whoever undertook this important role.

b) Freedom Of Information

i) 20170522 ADPC FOI Policy

ii) 20170522 ADPC FOI Schedule

c) Reserves

i) 20170522 ADPC Reserves Policy

d) Retention Of Documents

i) 20170522 ADPC Retention of Documents Policy

Policies 6 a-d were accepted by the meeting. Proposed: Mike Blakeman, seconded: Darrell Muffitt.

7) Charities Report: Nothing was submitted.

8) Member Reports: Nothing was submitted.

John Anderson asked whether the two websites represent additional costs to the Parish Council. Trevor Gill confirmed that funding is being considered and efforts will be made to keep costs to a minimum.

The meeting closed at 7.45pm and was followed by ADPC's Annual Parish Meeting.