

Minutes of the Meeting of South Warnborough Parish Council
The Ridley Hall
Monday 22 May 2017
Draft Minutes Subject to Confirmation

Present Cllr Belinda Hall
Cllr Harriet Kennett
Cllr Michelle Brown

Mrs Elizabeth Ford (Clerk)
Cllr John Kennett (HDC Ward Member)
4 members of the public

1. **Election of Chairman and declaration of acceptance of office.** Cllr Belinda Hall was re-elected as Chairman (proposed by Cllr Michelle Brown and seconded by Cllr Harriet Kennett) and signed the declaration of acceptance of office.
2. **Apologies for Absence:** Apologies were accepted from Cllr Simon Turner.
3. **Declaration of Disclosable Pecuniary Interests & Other Interests.** None.
4. **Election of Vice Chairman and declaration of acceptance of office.** Cllr Harriet Kennett was re-elected as Vice Chairman (proposed by Cllr Belinda Hall and seconded by Cllr Michelle Brown) and signed the declaration of acceptance of office.
5. **Approval of the Minutes from the last meeting on Monday 8th May 2017.** The Minutes from the meeting held on Monday 8th May were approved and signed by Cllr Belinda Hall as a true record.
6. **Financial Reports**
 - a) **Minute agreement to payments.** There were no payments for approval.
 - b) **To receive Internal Audit Report and decide actions**

The report had previously been circulated to the Councillors and was discussed at the meeting. Actions to address the financial management of the SWAGA were already being implemented. The lease for the recreation ground land would expire in 2037 (not 2026 as stated in the audit report) and consideration of the length of the lease would be made in any future decision on expenditure. The Clerk would implement required improvements to financial recording in the minutes and on the website, ensure that a link to the District Council web page of members' interests was provided, check that the members' interests were the updated versions and ensure that other necessary reporting under the Transparency Code was provided. Regarding reserves, the Clerk would seek advice on reserve levels where maintenance of playground facilities was required. Finally the Charity, South Warnborough Recreation Trust, had income and expenditure less than £10,000 in 2016-2017 and the Clerk would check again whether any submissions were needed.
 - c) **To receive and approve accounts**

The accounts had previously been circulated to the Councillors, reviewed in detail prior to the meeting by Cllrs Belinda Hall and Harriet Kennett and were discussed at the meeting. **It was resolved** to approve the accounts, which are summarized as follows:

Accounts for Year Ending 31 March 2017	Balance brought forward	£17,601.45
	Income	£10,973.54
	Expenditure	£11,376.14
	Balance carried forward	£17,198.85

d) To receive and approve Sections 1 and 2 of the Annual Return

It was resolved to approve Sections 1 and 2 of the Annual Return. These were then signed and dated by the Chairman and the Clerk.

e) Decision on renewal of insurance policy.

It was resolved to renew the parish council insurance policy with Inspire through brokers Came and Company after the Clerk had reviewed levels of cover under the Property Damage section to see if the annual premium could be reduced.

7. Decision on Process for review of Standing Orders, Financial Regulations and other governance documents.

It was resolved to adopt afresh the recently revised Standing Orders, Financial Regulations and Risk Assessment. **It was resolved** to provide a Child Protection Policy. **It was resolved** to review all governance documents and the insurance policy in March 2018.

8. Appointment of Representatives. All previous representatives were elected as listed below:

- Highways – David Hand;
- Rights of Way – David Thornton
- Village Shop – Barry Stoneman
- SWAGA – Peter Brown
- SWLP – Jo Grey
- Village Green and War Memorial – Mark Honour
- Speedwatch – Cllr Chris Preston
- The Ridley Hall – Cllr Belinda Hall
- Summer Fete – Nick Bryant and Cllr Belinda Hall
- Tree Warden – Cllr Simon Turner
- Neighbourhood Watch – to be confirmed.

9. To decide initial works to be carried out by parish lengthsman

It was resolved to delegate Cllrs Belinda Hall and Harriet Kennett to compile a list of works to be submitted to the parish lengthsman. Suggestions at the meeting included maintenance of the by-way past Lees Barns, verges in the village and treatment/oiling of village furniture.

10. Future Meeting Dates. All meetings at The Ridley Hall, start-time 7.30pm

Monday, 10th July 2017
Monday, 4th September 2017
Monday, 6th November 2017
Monday, 15th January 2018
Monday, 5th February 2018
Monday, 5th March 2018

The Clerk to circulate dates of meetings through Parish website, parish magazine and by email (using “church” email list). The new Parish website, including updated information, would be launched in the near future. The Clerk to provide SWAGA committee details for use in the village “Welcome Booklet”.

The meeting finished at 7.07pm

Signed Chairman _____ Date _____

Parish Clerk Elizabeth Ford