

Agenda for Annual Meeting of Chelwood Parish Council

Chelwood Village Hall

Tuesday 15th May 7:00pm

1. Election of Chair and Vice-chair
2. Declaration of Acceptance of Office
3. Matters Arising Not Covered In Agenda
4. Register of Interests
5. Highways
6. Rural Transport
7. GDPR update
8. Clerk
9. Finance
 - a. Audit 2017/18
 - i. Certificate of Exemption
 - ii. Internal Auditor Report
 - iii. Governance of Accounts
 - iv. Accounting Statements
 - b. Insurance £172.67
 - c. Balance
10. Correspondence
 - a. Bristol Airport's planning application
 - b. Transport and Pollution Conference for Bath, 9th June
11. Date of Scheduled Meeting for Year 18/19
July (not 9, 16) at 7:00pm, followed by 8/10/18, 7/1/19, 15/4/19 +
annual meeting in May? To be confirmed

Minutes of Annual Meeting of Chelwood Parish Council - Draft

Tuesday, 15th May 2018

Public Submissions	None
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Present	Mr P Sherborne (chair), Mr P Harrison (vice-chair), Mr P Jones, Mr G Joyner, Cllr K Warrington, Mrs C Beecroft (clerk)
Apologies	Ms J Glynn

1	Election of Chair and Vice Chair	
Mr P Sherborne and Mr P Harrison stood down as chair and vice-chair. Mr P Sherborne was nominated as Chair by Mr P Harrison, seconded by Mr P Jones Mr P Harrison was nominated as Vice-chair by Mr P Jones, seconded by Mr G Joyner.		
2	Declaration of Acceptance of Office	
Mr P Sherborne and Mr P Harrison signed Declaration of Acceptance of Office.		
3	Matters Arising Not Covered in Agenda	
Previous minutes approved.		
4	Register of Interests	
Parish Councillors were reminded of their legal obligation to update Register of Interests as necessary.		
5	Highways	
BANES roads sweeper has been in village. Kerb properly swept outside Primrose Cottage and gullies were cleared as far as able. BANES have been asked to mend/replace the bollards opposite the phone box.		
6	Rural Transport	
Timsbury meeting of 25 Parish Council representatives and B&NES Councillors reviewed the travel difficulties facing rural residents without access to a car or who are unable to drive. They considered ways in which things might be improved.		
7	GDPR Update	
Clerk attended ALCA training course. It is unlikely that Chelwood will need to employ data protection officer. PC believe they are compliant with new rules.		
8	Clerk	
PC considered employing a trained clerk and looked into possible solutions and cost implications. There is to be a review of boundaries for ward councils and election of ward and parish councillors in 2019. PC decided to review the matter after election.		
9	Finance	CB
Certificate of Exemption Parish council resolved to certify the council as exempt from a limited assurance review by the external auditor and that the qualifying criteria have been met.		
Audit 2017/18 Internal Auditor Report Mr S Meale acting as Internal Auditor has reviewed and approved accounts as set out by Mr P Sherborne.		
Audit 2017/18 Governance of Accounts and Accounting Statements		

Parish Council resolved to approve Sections 1 and 2 of the Annual Return i.e. Governance of Accounts and Accounting Statements. Mr S Meale will be asked to complete the Annual internal audit report and then Clerk will upload accounts to website.

Insurance

It was agreed to renew insurance with Community First Trading at a cost of £172.67.

Fasthost

The October 2017 minutes show a £70.19 re-imbusement for Fasthosts Invoice ID: 42895169 to Carolyn Beecroft. This cheque was not issued. A cheque will be issued now. October 2017 Minutes will be adjusted and signed appropriately.

Previous Balance £2344.77 + £70.19 (see above) =£2414.96

Expenditure

ALCA - GDPR training	£40
Insurance COMMUNITY FIRST TRADING	£172.67
Carolyn Beecroft	£70.19
Re-imbusement for Fasthosts Invoice ID: 42895169	
Chelwood Village Hall – rental 17/18	£140

Current Balance £1992.10

10	Correspondence	
	a. Bristol Airport planning application – for information only	
	b. Transport and Pollution Conference for Bath, 9 th June.	
11	Any other business	
	Cllr Warrington explained that BANES was discussing the new boundaries for ward councillors. It is possible that Chelwood might be grouped with Clutton and Farmborough.	
12	Dates of Scheduled Meetings for year 18/19	
Tuesday 17 th July at 7:00pm, followed by 8/10/18, 7/1/19, 15/4/19 + annual meeting in May.		