

Hessett Parish Council

MINUTES

of the meeting electronically via Zoom on

Tuesday 4th May 2021 at 7.30pm

Present: Councillors: Michael Poulter (Chair), Graham Baully, Simon Elsworth, Andrew Pearson and Debbie Willis.

In attendance: Maximilian Clay (Clerk to the Council),

1. Election of Chair for 2021/22

Cllr Michael Poulter was elected unanimously.

2. Election of Vice Chair for 2021/22

Cllr Andrew Pearson was elected unanimously.

3. Signature of Acceptance of Office Forms

Because of the constraints of electronic meeting, the newly elected Chair and Vice Chair undertook to sign Declarations of Acceptance of Office at the earliest opportunity after the meeting.

4. Apologies

Cllr Mitcham was unable to connect to the meeting.

5. Declarations of Interest

- a. There were no Disclosable Pecuniary Interests declared.
- b. There were no Other Disclosable Interests declared.

6. Minutes

The minutes of the meeting of the Parish Council held on 15th March 2021 were agreed to be a true record and the Chair was authorised to sign them as such.

7. Public Forum

No matters were raised.

8. Insurance for 2021/22

After brief discussion it was agreed to accept a quotation arranged by BHIB, under a three year undertaking, as insurance arranged through our previous insurers seemed to have become unacceptably high.

9. Finance & Governance

- a. The Council reviewed and approved the Financial Regulations with no changes.
- b. The Council reviewed and approved the Standing Orders with no changes.
- c. The Council reviewed and approved the Financial Risk/ Risk Management assessment.
- d. The Council reviewed and approved the the 2020/21 Accounts, including the end of year Bank Reconciliation and the Asset Register.
- e. The Council received and approved the Internal Auditor's Report.
- f. To Council considered and approved the Governance Statement at Part 2 Section 1 of the Annual Return and authorised the Chair to sign it on behalf of the Council.
- g. The Council considered the information provided at Part 2 Section 2 of the Annual Return and authorised the Chair to countersign it on behalf of the Council.

- h.** The Council considered the grounds for exemption from Limited Assurance Review and determined that the Council is exempt. Accordingly the Responsible Financial Officer and the Chair were authorised to sign the Certificate of Exemption.
- i.** The Council resolved to re-appoint Mrs Christine Fitzgerald as internal auditor for 2021/22.
- j.** The Council agreed the following dates for meetings for the 2021/22 session and the 2022 Annual Meeting: 12th July 2021, 20th September 2021, 15th November 2021, 24th January 2022 and 14th March 2022 and for the 2022 Annual Meeting: 16th May 202. These are subject to Government guidelines allowing and if possible a further meeting, and the first physical meeting since lockdown, will be arranged as soon as Covid restrictions and venue(s) allow.
- k.** The schedule of receipts and payments was received by the Council and it was resolved to approve the schedule of payments.

10. Appointment of Council Representatives to Village Bodies

- a.** Cllr Pearson was re-appointed as the Council's nominee on the Hessett Charities Trustees.
- b.** Cllr Willis was re-appointed as the Council's representative on the Village Hall Committee.

The meeting closed at 7.58pm.

Signed as a true record by authority of the Council

Chair

Date