

GISSING PARISH COUNCIL
Minutes of Annual Parish Council Meeting
On Tuesday 14th May 2019
immediately following the Annual Parish Meeting
at Gissing Community Building

	Councillors Present: Cllr J Cromley (Chair), Cllr D Eddington Cllr Matthew Harrowven, Cllr M Harrowven and Cllr S Sell	
	In attendance: Sara Campbell (Parish Clerk), District Cllr J West and 2 members of the public.	
1.	To Elect a Chairman: Cllr Cromley invited nominations for the position of Chairman, Cllr Eddington nominated Cllr Cromley, seconded by Cllr Mike Harrowven and unanimously agreed. Cllr Cromley accepted the position and chaired the rest of the meeting.	
2.	To appoint a Vice Chairman: Cllr Cromley invited nominations for the position of Vice Chairman, Cllr S Sell nominated Cllr Eddington, seconded Cllr Cromley and unanimously agreed.	
3.	To receive the Chairman's Declaration of Acceptance of Office	
	Cllr J Cromley completed and signed the Declaration of Acceptance of Office, which was also signed by the Clerk.	
4.	Apologies for Absence None	
5.	To record declarations of interest in items on the agenda None	
6.	To approve the Minutes of the previous meetings held on 12th March, 2019: The minutes of the meeting held on 12 th March, 2019 previously circulated to all Members of the Council were proposed by Cllr Mike Harrowven, seconded Cllr Eddington and unanimously agreed.	
7.	To approve/review the Policies and Procedures of the Council: 7.1 Standing Orders – Approved 7.2 Financial Regulations – Approved 7.3 Risk Management – Approved 7.4 Annual Review of the Effectiveness of Internal Control – Approved	
8.	Appoint Internal Auditor for 1 April 2019 – 31 March 2020 The Clerk uses Pauline James to audit the accounts for her other Parish Council, she suggested it would be easier to use the same auditor for both Councils. Councillors agreed to use Pauline James next year. Clerk to thank Anne Barnes for auditing the accounts over the past few years.	
9.	Agree any Councillor Training Requirements for the Financial Year:	

	New Councillor training to be arranged for Cllr Matthew Harrowven, consider training for all Councillors – Clerk to get costings.	
10.	Queen’s Commonwealth Forestry Project The trees are all planted. A brief discussion took place over what to put the plaque on, this is currently misplace in Richard Bacon’s recent office move.	
11.	Village Hall Following a recent email from Mike Sarson at T W Gaze to Clive Willett & Co Solicitors concerning communication Mike has had with Alan Cole regarding the removal of the covenant, Alan has confirmed the Diocese is willing to assist subject to payment, Alan is suggesting £10,000 - £20,000 plus their legal fees. Councillors agreed a cap of £10,000 plus legal fees. Cllr Mike Harrowven suggested that there is a meeting to discuss how the Parish Council will deal with the money from the sale of the Village Hall. Planning expires in December – need to reapply – Agenda for September’s meeting. Clerk – to write to Mike Sarson confirming £10,000 + legal fees. Clerk – to write to adjoining landowner to confirm we are taking legal advice.	
12.	B4RN Update received in the Annual Parish Meeting.	
13.	Planning As the Council meet bi-monthly it was agreed the Clerk would email plans to the Councillors for comment / approval.	

FINANCE – 14 May 2019**14. AUTHORISATION FOR PAYMENT:**

PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT
100656	Heart of Gissing	Room Hire GCB	45.50	
100657	Sara Campbell	Clerk	363.30	
TOTAL £			408.80	

RECEIPTS THIS MONTH:

Date	Account	Received From	Amount
20/3/19	Community	Cash Defibrillator Training	85.00
28/2/19	Business Premium	Credit from Coif Char	55.06
4/3/19	50573639	Interest	0.60

RESPONSIBLE FINANCE OFFICER REPORT:

Details	CR	DR	
Cash Book Balance Brought Forward (Community Account 00473138) A	8,040.22		
Receipts this month (Community Account) listed above): B	85.00		
Payments this month (listed above): C		408.80	
Cash Book Balance Carried Forward (=A+B-C) Community Account Balance			7,716.42
Community Account Balance - Allocated Funds (Listed Below) =			
AVAILABLE TO SPEND		1,610.00	6,106.42
RESERVE ACCOUNT			
Business Premium 50340898			362.78
ALLOCATED FUNDS			
Details	Balance 1/4/18	CR/DR	Balance
Dr J B Philip Memorial Fund	1,610.00		1,610.00
TOTAL £	1,610.00		1,610.00
PARISH LAND ACCOUNTS			
Business Premium 50573639 COIF Account 45216001T (460 units held)			1,264.42 7,165.24

15.	Correspondence The Clerk circulated a list of correspondence if you require further information on any items please contact the Clerk.	
16.	Any other business	
	There are 66 mugs left – Clerk to confirm cost of the mugs and add to the Agenda for a decision regarding donation to the Gissing Community Building.	Clerk
17.	Time and date of next meeting: Annual Parish Council Meeting – 11 th June, 2019 at 7.30pm, Gissing Community Building	
	Meeting Closed at 9.40 pm	