

ANNUAL MEETING OF EXMOOR PARISH COUNCIL DRAFT MINUTES

Thursday 19th May 2022 7.30pm at The Old School, Simonsbath

Present: Parish Councillors – F Schott (Chair) FS, T Gowlland TG, A Chapman AC, J Wright JW, Charles O'Connor CO, Clerk R Tomalin, Members of the public: None

The Annual Meeting of the Parish Council started at 8.05pm.

33/22 Election of Chair: TG proposed and AC 2nd the appointment of Mr Francis Schott as Chair and all agreed. He was duly elected and signed the Declaration of Acceptance of Office.

34/22 Election of Vice Chair and appointment of representatives:

Vice Chair – FS proposed and AC 2nd Tegan Gowlland and all agreed

Exmoor Panel – CO/JW

Consultative Forum – FS

Simonsbath & Exmoor Heritage Trust – FS/TG/JW

Highways Warden - AC

35/22 Apologies for Absence: District & County Cllr S Pugsley, County Cllr F Nicholson

36/22 Declarations of notifiable interest: None

37/22 Co-option to fill Councillor Vacancy: FS proposed and TG 2nd the appointment of Mr Charles O'Connor as Councillor and all agreed.

38/22 Declarations of Acceptance of Office: Cllrs signed their Declaration of Acceptance of Office paperwork before the meeting commenced. Clerk will retain and send a copy to the Governance team at SW&T

39/22 Approval of the Minutes of the last meeting held on 07/04/2022 These were proposed by AC and seconded by FS as a true and correct record of what took place and all agreed and the Chair signed.

40/22 Matters arising from the minutes of 07/04/2022 - none

41/22 Finance Report: (i) Invoices for Approval at May meeting – Clerks Pay & Expenses Apr – June 22 £194.10, PAYE due to HMRC £44.00; Insurance renewal **BHIB Ltd £148.25 Chq 290**; Website hosting & domain name **Spanglefish £103 Chq 288**, SALC Election training reimbursement to **Withypool & Hawkrigde PC £10 Chq 289**; SWT Election Fee £100 – invoice not yet received – all APPROVED. Clerk explained a discount could be obtained if the PC commits to staying with BHIB for three years (£184.13 vs £148.25). All Cllrs agreed to take the discounted insurance rate. SWT Election Fee invoice will be circulated as soon as received. Cheques for Clerks pay & PAYE due to HMRC will be raised nearer the 5th July due date and cheque numbers recorded in the July minutes

(ii) Councillor Training – Clerk noted that there were many SALC training sessions available if any Cllr required a refresh (iii) Bank mandate - Clerk explained that the bank mandate should be reviewed in light of the new financial year and elections. As the March minutes had been signed she would be able to process the request to have Clerk, TG & JW added as authorised signatories. CH would need to be removed but not until other signatories had been successfully added.

(iv) Report from Internal Auditor - Lyn Fisher (LF) has audited the 2021/22 accounts and completed the Annual Internal Audit Report for the Annual Governance & Accountability Return (AGAR). LF's report reads as follows: "Thank you for inviting me to look over the accounts and minutes of Exmoor Parish Council. The minutes, accounts and record keeping are clear and well organised. I am very happy to sign off against the control objectives in the internal audit. Just a couple of points: I see cheque number 274 (for £500 to S&EHT) on 25.3.21 was voided because the Trust did not have a bank account. It was reissued on 22.10.21 but this was not minuted. Some of the cheque numbers were not included in minutes in meetings in May, July and November. The May meeting minutes

were not signed, dated nor included in the minute book.” Clerk explained that this year LF would like a donation to be made to the British Red Cross – all Cllrs agreed to donate £30 to the British Red Cross. Cheque to be raised once new cheque book received and cheque number noted in the July minutes.

(v) Presentation of 2021/22 accounts - the Clerk presented the accounts for 2021/22 (previously circulated) and noted these are available for inspection (vi) Bank Reconciliation – the closing bank balance at the end of the financial year (31 Mar 2022) was £6,256.62 – as reported at the March meeting. The balance as at 5 May 2022 is £9,975.62 which includes receipt of precept £4,025 less cheques cleared Chq 285 £249.40 Clerks Pay & Expenses Dec 21–Mar 22 & Chq 286 £56.60 HMRC PAYE Dec 21-Mar 22.

(vii) Approval and Signature of 2021/22 accounts and bank reconciliation – FS proposed and TG 2nd and all Cllrs agreed that the accounts and bank reconciliation were a true and correct record and should be adopted. EPC authorised the Chair and the Clerk to sign.

42/22 Audit - Certificate of Exemption: EPC authorised the Chair and the Clerk to sign the document

- Total annual gross income for the authority 2021/22 £3165;
- Total annual gross expenditure for the authority 2021/22 £2133

43/22 Section 1 of Audit: Annual governance statement 2021/22 – EPC authorised the Chair and the Clerk to sign the document

44/22 Section 2 of Audit: Accounting statements 2021/22 – EPC authorised the Chair and the Clerk to sign the document

45/22 Code of Conduct, Standing Orders, GDPR, Financial Regulations & Aims and Objectives: (Previously circulated) Cllrs agreed to discuss at next PC meeting.

46/22 District and County council reports: in the absence of the Cllrs, Clerk gave a very brief update of what they had reported at the Withypool & Hawkridge PC meeting two days earlier. They both said they were very pleased and grateful to be re-elected again, although the control over the Council had changed and FN would no longer be lead for Children. The Highways LCN Pilot is moving along and a Highways steward is about to be appointed, the steward will do small scale repairs, report problems and liase with the Highways Warden when he visits the parish. It is yet to be decided how appointments from the new Unitary Council will be made to ENPA - will it be done on a politically proportional basis or will those Cllrs elected in the ENP divisions serve on the ENPA Committee. Parishes may need to express an opinion.

47/22 Planning: None

48/22 Highways: Clerk to inform AC once Highways Steward is appointed

49/22 Village parking Updates on parking in the village – prior to the meeting the Cllrs met to consider the plans proposed under the Small Improvements Scheme. FS will pass on feedback. The wooden posts are now in place and the PC is very grateful to MdWS for removing the boulders in a timely manner so that the contractors could start work. The alternative car parking site has not progressed as waiting for Natural England/Environment Agency to conduct a pollution survey. All Cllrs agreed visitors should not be discouraged.

50/22 Parish Maintenance - TG to speak to the parishioners who expressed interest in painting the phone box. The Cllrs discussed funding for a defib and a suitable site. Clerk noted that an extra £1000 had been included in the precept to cover potential election costs, but as there had not been an election this sum would be available; a defib would seem an appropriate use if alternative funding cannot be raised.

51/22 Correspondence – all correspondence has been forwarded to Cllrs.

- 52/22 Report from Simonsbath & Exmoor Heritage Trust** – no meeting has taken place and needs to be convened as a matter of urgency
- 53/22 Chairman’s Notices** – none
- 54/22 Items for next Agenda** - Code of Conduct, Standing Orders, GDPR, Aims & Objectives.
- 55/22 Date and time of next meeting:** 28th July 2022

Future meeting dates – tbc
Thursday 29th September 2022
Thursday 24th November 2022
Thursday 26th January 2023
Thursday 30th March 2023
Thursday 25th May 2023

There being no further business the Chair closed the meeting at 8.45pm

Signed.....Date.....