**BROMESWELL PARISH COUNCIL**

**ANNUAL PARISH COUNCIL MEETING (AGM)**

**MINUTES (21/04)**

**10 May 2021**

**Meeting commenced at 8.35pm**

**Meeting held remotely via Zoom due to ongoing government pandemic restrictions**

1. **Election of Chair**

IA was proposed by TR and seconded by VB to continue in his role as Chair. Unanimously elected. IA agreed to sign the Declaration of Acceptance of Office and deliver this to the Clerk.

1. **Attendance & apologies**

Apologies were received from RB and accepted by the council.

There were no guests and no members of the public in attendance.

1. **Declarations of Interest**

There were no declarations nor requests for dispensations for items on the agenda.

1. **Election of Vice Chair**

VB was proposed by TR and seconded by ST. VB was unanimously elected and agreed to sign the Declaration of Acceptance of Office and deliver this to the Clerk.

1. **Committee and Personal Responsibilities**

It was agreed that the only Committee would be the Planning Committee who would continue to consider most proposals by email rather than meeting. The committee would be made up of IA (Committee Chair), VB, TJ and one other councillor chosen on rotation by the Clerk.

Village Hall – attendance at VHC meetings would be undertaken on rotation.

Deben Ward Joint Meetings – attendance would be undertaken on rotation.

Emergency Plan – VB & ST

Conservation Area, Trees & Footpaths – RB

Highways – TR

1. **Councillor Register of Interests**

Councillors were reminded that this was there own personal duty to maintain through the ESC website. Also required to report any gifts or hospitality received in their capacity as councillors.

1. **Review of employment policies & appointment of Clerk/RFO**

Councillors unanimously agreed that RC should be once again appointed as Clerk/RFO. Clerk requested to continue without a contract of employment but asked PC to note that any new clerk would undoubtedly require a contract. Clerk requested no increase in pay but asked councillors to note that any incoming clerk with experience would likely need to be paid a higher salary. Councillors thanked the Clerk for his work and advice. The Clerk noted that it was a pleasure to work alongside such dedicated hard working councillors.

1. **Minutes of AGM dated 18 May 2020**

The minutes were approved and signed by the Chair who would deliver them to the Clerk.

1. **Matters arising from AGM minutes dated 18 May 2020**

There were no matters arising.

1. **Finance Matters**

The PC approved the end of year accounts and financial reports prepared by the Clerk including the AGAR form.

The PC reviewed and noted that there had been no expenditure covered by s137 of the Local Government Act.

The PC reviewed and noted the report of all expenditures over £100.

The PC noted and confirmed the previous decision to instruct SALC to undertake the internal audit.

The Clerk confirmed that all relevant finance reports and papers were published on the PC website at [www.bromeswell.onesuffolk.net](http://www.bromeswell.onesuffolk.net)

The PC confirmed the Application for a Certificate of Exemption from external audit.

The PC confirmed that it had not adopted the General Power of Competence for 2020-21 and nor did it do so for 2021-22.

1. **Suffolk Local Code of Conduct**

The PC and its individual councillors agreed to abide by the previously circulated Code of Conduct.

1. **Adoption of Standing Orders and Financial Regulations 2021/22**

The Clerk confirmed that these had been updated to the latest version published by NALC and tailored to the requirements of this PC.

The PC unanimously agreed to adopt these and they would be signed by both Chair and Clerk.

1. **Approval of the Asset Register**

The Asset and Responsibility Register was reviewed and approved..

1. **Any Other Business**

There was no other business to consider.

1. **Date of next Meeting**

The next AGM will be held in May 2022 at a date and time to be decided.

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