

**Present:** Cllrs Barwick, Cook, Munson, Scott

**In the Chair:** Cllr Smith

**Clerk:** Michelle Curtis

**Also present** Mr P Cook

**1. Chairman welcome**

The Chairman welcomed everyone to the meeting.

**2. Apologies for Absence**

There were apologies for absence from Cllrs Birkin and Dent.

**3. Declarations of Interest**

There were no declarations of interest declared.

**4. Public Forum**

Mr Cook requested that there was an item at the end of the agenda for Parishioners to comments on any items that had been discussed during the meeting.

It was agreed that there would be 10 minutes at the start of the meeting and 5 minutes at the end of the meeting for Parishioners to comments on any items that had been discussed during the meeting.

**5. Asset Register**

**Resolved:** to accept the asset register prepared by the Clerk. Assets totalling £199,808.51. Proposed Cllr Scott, seconded Cllr Barwick.

**6. Insurance**

The Parish Council had previously agreed to remove all assets with a value of less than £2,000 from the insurance policy. There were a number of pieces of play equipment that had been purchased during the last financial year, which had not been included on the policy.

**Action:** Clerk to obtain quotations from the Insurance Company as follows:

- 1) To include all the Parish Council assets
- 2) To include all assets with a value over £2,000
- 3) Quotations on item 1 and 2 with the standard excess and a higher level of excess (£2,000)

**Action:** to be included for consideration on the agenda for the meeting on 23<sup>rd</sup> May 2017.

**7. Risk Assessment and Management**

**Resolved:** to adopt the Risk Assessment and Management document V1.0. Proposed Cllr Cook, seconded Cllr Scott.

Cllr Munson expressed concern that once the annual inspection of the play equipment had been carried out; the Parish Council had taken no further action the issues raised by the inspector.

Cllr Smith advised the equipment that had been identified as requiring repair/maintenance had been replaced with new equipment. Going forward weekly checks of the play equipment will be carried out. Following the last meeting of the Parish Council, a poster had been displayed asking volunteers to help with the weekly inspection. Cllr Smith would also be attending a training course organised by the EALC.

**8. Accounts 2016/17**

**a) Accounts 2016/17**

**Resolved:** to approve the 2016/17 accounts. Proposed Cllr Barwick, seconded Cllr Scott.

**b) Annual Return**

The Annual Return was completed as follows:

Section 1 – Annual Governance Statement

Section 1 was completed and approved by the Council. This was signed by the Chairman and the Clerk.

Section 2 – Account Statement

Section 2 was completed and signed by the Clerk who is the Responsible Financial Officer and the Chairman.

The Parish Council agreed that the Village Hall accounts should also be audited.

**Action:** Clerk to ask Jan Stobart if she would also be able to audit the Village Hall accounts on 16<sup>th</sup> May 2017, if they were available.

**Action:** Cllr Cook, if possible, to provide Village Hall accounts to the Clerk by 16<sup>th</sup> May 2017.

If it was not possible to have the accounts audited on 16<sup>th</sup> May 2017, it was agreed that the accounts would be audited in line with the Parish Council accounts annually.

**9. Date of the next Meeting**

The next Parish Council meeting will be held on:

Tuesday 23<sup>rd</sup> May 2017 – Full Council Meeting (7.30pm)

The Chairman closed the meeting at 8.03pm.

Signed.....

Date: 23 May 2017