

LITTLE WILBRAHAM & SIX MILE BOTTOM PARISH COUNCIL

MINUTES of the Parish Council Annual General Meeting 2015/02B held in St John's Church, Little Wilbraham on Wednesday 6 May 2015 at 8.30pm

Present: Cllrs C Tebbit (Chairman), J Torode (Vice Chairman), P Addecott, J. Bramwell, J Richardson, R Tilbrook, D White, District Cllr R Turner, D Bramwell (Parish Clerk), 2 Members of the Public: S Lee, D Lee

15/14: Minutes of previous Parish Council Annual General Meeting held on 7 May 2014 at St John's Church, Little Wilbraham were approved and signed by the Chairman.

15/15: Apologies for Absence: County Cllr J Williams

15/16: Election of Chairman and Vice Chairman: C Tebbit was proposed as Chairman by J Bramwell, seconded by R Tilbrook and unanimously agreed by all Parish Councillors present. J Torode was proposed as Vice Chairman by J Bramwell seconded by R Tilbrook and unanimously agreed by all Parish Councillors present.

15/17: Financial Regulations (last approved on 7 May 2014) were reviewed and, unanimously agreed by all Parish Councillors present that they were still relevant. It was agreed to add to Paragraph 4.6 Accounts & Audit Regulations to include "*England 2011 and Audit Commissions Code of Audit Practice*" as recommended by the external auditors".

15/18: Internal Auditor agreed by all Parish Councillors present should remain as Geoffrey Mann (FCIE) of Geoffrey Mann Ltd (Accountancy & Book-keeping), Dee House, Highworth Avenue, Cambridge, CB4 2BQ; Tel: 01223 353161; Email: Geoff@deehouse.org.uk.

15/19: External Auditor: was confirmed as PKFLittlejohn, 1 Westferry Circus, Canary Wharf, London E14 4HD, Tel: 02075162200; Email: sba@pkf-littlejohn.com.

15/20: Review of Budgetary Control: It was confirmed that the financial budget was reviewed at each ordinary Parish Council Meeting held five times each year.

15/21: Review of Bank Signatories: It was agreed that the following 3 bank signatories would remain the same as the previous year: P Addecott, C Tebbit, R Tilbrook.

15/22: Review of Annual Donations: It was agreed that the following donations could be awarded during 2015-16 but may be reviewed again during 2015-16: £400 to St John's Church, Little Wilbraham & St George's Church, Six Mile Bottom to be used for works to the external grounds; £100 to 1st Wilbrahams' Scout Group and £100 to Wilbrahams' Youth Group to be used by these Groups for materials and equipment.

15/23: Financial Audit Annual Return: Accounting Statements for Approval 2014-15: Agreed and approved by all Parish Councillors present; signed and dated by the Chairman.

15/24: Annual Governance Statements for Approval 2014-15: Agreed and approved by all Parish Councillors present; signed and dated by the Chairman.

15/25: Review Health & Safety Assessments and Insurance Cover: Agreed to renew the Annual Insurance Cover Policy through insurance brokers AON Ltd. Renewal date 1st June 2015.

15/26: Review Working Party Representatives:
Recreation Ground (Playground & Allotments): J Bramwell, J Torode, D White
Wadlow Wind Farm Group: P Addecott, J Torode

15/27: Close of Meeting – 9.10pm

Signed _____ (Chair) Date _____