

# **BROOKTHORPE-WITH-WHADDON PARISH COUNCIL**

## **MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL 1<sup>st</sup> MAY 2022**

### **1. PRESENT**

Messrs, J Hendry, D Kaspar, R Stokes-Rhys, P Gaze, Mrs A Szabo [Parish Clerk] and 1 member of the public.

### **2. ELECTION OF CHAIRMAN**

It was proposed by Cllr D Kaspar and seconded by Cllr P Gaze that Cllr J Hendry be elected as Chairman. Cllr J Hendry was duly elected as Chairman and signed his declaration of acceptance.

### **3. ELECTION OF VICE-CHAIRMAN**

It was proposed by Cllr R Stokes-Rhys and seconded by Cllr D Kaspar that Cllr P Gaze be elected as Vice-Chairman. Cllr P Gaze was duly elected as Vice-Chairman and signed his declaration of acceptance.

### **4. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **5. DECLARATION OF QUALIFICATION TO USE THE POWER OF GENERAL COMPETENCE AS POWER OF FIRST RESORT ON ALL SPENDING**

The Clerk reported that the Council was still eligible to use this Power. Councillors resolved to use this Power of first resort.

### **6. APPROVAL OF STATEMENTS OF ACCOUNTS**

The summary of accounts was agreed and signed as a true account of the Council's finances.

### **7. APPROVAL OF AGAR STATEMENTS**

a] Annual Governance Statement – The Annual Governance Statements were agreed by all Councillors.

b] Accounting Statements – It was proposed by Cllr P Gaze and seconded by Cllr D Kaspar that this statement be signed by the Chairman and RFO.

c] Certificate of Exemption – It was proposed by Cllr R Stokes-Rhys and seconded by Cllr P Gaze that this statement be signed by the Chairman and RFO.

### **8. TO REVIEW COUNCIL'S RISK MANAGEMENT**

a) GDPR risk assessment – Councillors all agreed that these were still fit for purpose and that there were no alterations needed.

b) General risk assessment – Councillors agreed that these were still fit for purpose and that there were no alterations needed.

### **9. TO REVIEW COUNCIL'S STANDING ORDERS**

Councillors agreed that these were still fit for purpose and that there were no alterations needed.

### **10. TO REVIEW COUNCIL'S FINANCIAL STANDING ORDERS**

Councillors agreed that these were still fit for purpose and that there were no alterations needed.

### **11. TO AGREE COUNCILLORS SPECIFIC RESPONSIBILITIES**

Internal Auditor – Cllr J Hendry

Environment – Cllr D Kaspar

Highways – Cllr P Gaze  
Planning – Cllr P Gaze  
Village Hall representative – Cllr P Gaze

**11. TO REINSTATE FINANCIAL REGULATIONS 2.2 (Internal Audit) and 6.6 (signing of cheques)**

It was proposed by Cllr J Hendry and seconded by Cllr D Kaspar that this regulation be reinstated.

**12. QUESTIONS AND COMMENTS FROM THE PUBLIC**

There were no questions or comments from the public.

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