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*Minutes of Annual Meeting of Brandeston Parish Council held on Monday 15<sup>th</sup> May 2023 at 19.30pm in Meeting Room at Brandeston Village Hall.*

## **Minutes**

**Present:** R. Summers (Chair), Cllrs P. Baker, P. Locke, M. Randell, J. Spacey (clerk), ten members of the public.

1/22-23/1 The Chair welcomed all to the meeting and offered herself for re-election and received full acceptance from the Council.

1/22-23/2 There were no Declarations of Interest

1/22-23/3 Apologies for Absence received from Cllrs S. Williams (resigned), S. Bange (resigned) and B. Baker.

1/22-23/4 The Chair signed the Minutes of meeting 17<sup>th</sup> April 2023 as a true record.

1/22-23/5 Nominations were received and the following Officers appointed for 2023/2024:

- a. Vice Chair – P. Baker
- b. Environment, Footpaths, Tree Officer – P. Locke
- c. Planning Matters – B. Baker and R. Summers
- d. Traffic calming and Road Safety – B. Baker
- e. Internal Audit – J. Spacey
- f. Liaison with the Village Hall – P. Baker
- g. Quiet Lanes – P. Locke
- h. GDPR – B. Baker
- i. Risk Assessment – Health & Safety – M. Randell

Officers signed the Declaration of Acceptance of Office in the presence of the Chair.

1/22-23/6 Finance

- a. P. Baker appointed as Responsible Finance Officer (RFO)
- b. P. Baker reported 5 May balance in HSBC account at £14,622. The balance of the 100+ account (5 May) £3336.
- c. Cheque signatories confirmed as Parish Council account - Cllrs P. Baker, R. Summers and P. Locke and 100+ account Cllrs P. Baker, R. Summers and P. Locke
- d. Debit card holders for Parish Council account confirmed as Cllr P. Baker
- e. To confirm Precept payment of £7715.80 for 2023-24 received on 28/04/2023.

1/22-23/7 Annual Accounts

- a. Annual accounts for year ending 31<sup>st</sup> March 2023 approved
- b. AGAR for 2022/23 completed
- c. Exemption Certificate signed by Chair.

1/22-23/8 The following documents were confirmed in place:

**BRANDESTON PARISH COUNCIL**  
**Minutes of Annual Meeting of Brandeston Parish Council Meeting**

Chair c/o  
[Parish.clerk@brandeston.nf](mailto:Parish.clerk@brandeston.nf)

- a. Financial Risk Assessment
- b. Register of Assets
- c. Financial Standing Orders
- d. Procedural Standing Orders
- e. Insurance policy
- f. Commissioners Office Publication Scheme in place
- g. The SALC model Complaints Procedure
- h. Adoption of Model internal control statement
- i. RFO contract
- j. GDPR Policy

**1/22-23/9 Items presented for Payment:**

- a. Suffolk Preservation Society - £30.00 when invoice received.
- b. To authorise RFO to prepare prizes each month for 100+ Club - prize money to be transferred from 100+ account to PC account for Cllr Baker to withdraw.
- c. Renewal of ICO licence and lottery Licence approved.

**1/22-23/10 Insurance – RFO**

- RFO authorised to renew insurance

**1/22-23/11 Planning**

- DC/23/1611/TCA – Brandeston Chapel, Mill Lane, IP13 7AP.  
tree reduction in grounds of the Chapel noted.

**1/22-23/12 Schedule of meetings for 2023/24 confirmed as below:**

- June 12<sup>th</sup>
- July 10<sup>th</sup>
- September 11<sup>th</sup>
- October 9<sup>th</sup>
- November 13<sup>th</sup>
- December 11<sup>th</sup>
- Note – Council Recesses in August.

Date of next meeting: Monday 12<sup>th</sup> June 2023 at 19.30 in the Village Hall of Brandeston Parish Council.