

Minutes of the annual meeting of Brickhill Parish Council held on Monday 24 May 2010 at St Mark's Church & Community Centre, Calder Rise, Bedford commencing at 7.30 pm

Present: Cllrs Fitzpatrick (Chairman), Blakeman, Buchanan, Chambers, Green, Ovenell, Laybourn, Rider, Royden, Waterhouse, No members of the public attended. The Clerk to the Council, Delia Shephard, was in attendance.

Absent: Cllrs Marriott (work), Seymour (prior commitment), Wilkins(work).

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| 1 | Election of Chairman
It was resolved: that Cllr Fitzpatrick continue as Chairman of the Council. | <u>Action</u> |
| 2 | Election of Vice-Chairman
It was resolved: that Cllr Seymour continue as Vice-Chairman of the Council. | |
| 3 | Apologies for absence
Apologies for absence from Cllrs Marriott, Seymour and Wilkins were accepted the Council noted that the meeting date had been unavoidably changed at short notice. Cllr Royden had sent apologies for his late arrival which were also accepted. | |
| 4 | Declaration of interests in matters on the agenda
Cllr Waterhouse declared a personal interest in any matters pertaining to the allotments because of his allotment tenancy. | |
| 5 | Confirmation of the minutes of the meeting held on 1 April 2010
It was resolved: to approve the minutes as a correct record. | |
| 6 | Public open session
No members of the public attended. | |
| 7 | Committee Structure and Elections to committees and working groups
A document detailing current membership of all working groups and committees had been circulated in advance of the meeting (copy in minute book). Terms of reference for all working groups had been confirmed during the preceding 12 months.
It was resolved: that membership of all working groups and committees and terms of reference of these groups would continue without any changes. | |
| 8 | Election of representatives to outside bodies
It was resolved: that Cllrs Fitzpatrick and Green would continue as Parish Council representatives on the Brickhill Association.
It was resolved: that Cllrs Fitzpatrick would continue as Parish Council representative on Brickhill Community Safety Forum. | |
| 9 | Review of Financial Regulations
The current financial regulations were reviewed and no changes were proposed. | |
| 10 | Asset Register and Inventory of Property
The Asset Register and Inventory of Property were noted. It was agreed that the value of the laptop on the inventory was NIL. It was noted that the remaining supply of SmartWater should be included on the inventory. | |

11 **Financial Matters:**

7.1 A financial report had been circulated showing transactions against budget. The Parish Council noted the high cost of subscription for membership of BATPC and the service provided by the County Association was discussed. Cllr Fitzpatrick (Committee Member BATPC) was asked to convey the Parish Council's concerns about the cost of the service to BATPC.

The following accounts were put forward for approval

Cheque No	Payee	Details	Amount
100120	Cambridgeshire CC	Deposit for climbing tower	32.00
100121	St Mark's Church	Office Rental & Hall Hire	262.75
100122	BATPC	Affiliation Fees	1452.00
100123	G Mortenson	Plot & Key deposit	56.00
100124	E Garea	Key deposit (old rate)	5.00
100125	D Shephard	Salary for May	1183.99
100126	A Southern	Salary for May	694.04
100127	SLCC	Employers Handbook	30.80
100128	St Mark's Church	Photocopying & laminating	18.23
100129	Acorn Transport	Skip Hire	229.13
100130	Helen Woods	Internal Audit	85.00
100131	Huntree Fencing	Fencing at Allotments	564.00
100132	E Spavins	Community led plan leaflet distribution	128.22
		TOTAL	4741.16

It was resolved: to approve the accounts for payment.

7.2 The internal audit for the year 2009-2010 was received and discussed.

It was resolved: to instruct Helen Woods to perform the internal audit function for the Parish Council for one final year.

7.3 The audited accounts for the year 2009-10 were presented.

It was resolved: to approve the accounts and to authorise the Chairman to complete the Statement of Accounts on the annual return.

7.4 The annual governance statement was discussed in detail.

It was resolved: to authorise the Chairman to complete the Annual Governance statement with "Yes" answers to all relevant boxes.

12 **Receipt of Anonymous Letters**

Cllr Royden advised that he had received anonymous letters addressed to him in his capacity as a Parish Councillor complaining about the Car Boot sales held at St Mark's Church on Bank Holidays. The Clerk advised that Cllr Fitzpatrick had also received a similar letter in his capacity as Chairman of the Parish Council. Cllr Royden had referred the complaints to the relevant authorities including the Bedford Borough Council and the Bedfordshire Police.

It was resolved; to note the receipt of these letters but, as the Borough Council had advised that Cllr Royden had no case to answer, to take no further action.

13 **Sage Software**

The Clerk had put forward a proposal to purchase Sage Software for Parish Council use and a paper with full details of her recommendation had been circulated in advance of the meeting.

It was resolved: to purchase Sage Instant Accounts v16 at a cost of £90 + VAT and implement the system as soon as practicable.

14 Gathering on the Green

A report on preparations for the Gathering on the Green had been circulated and was discussed. Cllrs Laybourn, Waterhouse, Green, Blakeman and Royden agreed that they would be available to assist the Clerk and Deputy Clerk on the 4th August.

15 Allotment Event

A proposal to hold an allotment Open Day in Autumn 2010 was discussed. It was agreed that it was not necessary to hold an event to promote tenancies as there was a waiting list in existence.

It was resolved: to plan a community event at Parkwood Nature Reserve and Community Orchard in autumn 2010 to celebrate and promote the green space and leisure facilities in this area. A full proposal would be brought to the Parish Council meeting on 1 July 2010.

DRAFT