

Kingsley Parish Council
Unauthorised minutes of the Annual General Meeting
held on Thursday 26th June 2014 at 7.30pm in the Kingsley Centre

Present: Cllr Chris Rigden Chairman
Cllr Linda McCorkindale Vice-Chairman
Cllr David Comber
Cllr Tim Scrivener
Cllr Carole Pearson

In attendance: Karine Yonko Clerk
1 member of the public

17.43 Election of Chairman

Cllr Rigden vacated the chair and Cllr McCorkindale, vice chairman, asked for nominations for the post of Chairman for the coming year. There was only one nomination for Chairman: Cllr Chris Rigden.

Proposed Cllr D. Comber
Seconded Cllr C. Pearson
All agreed unanimously

17.44 Declaration of Acceptance of Office as Chairman

Cllr Rigden accepted the nomination and was duly elected as Chairman for the year 2014/2015. The declaration of acceptance for Chairman was duly completed and signed.

17.45 Apologies for Absence
None

17.46 Election of Vice-Chairman

Cllr Rigden asked for nominations for the post of Vice-Chairman.
Two nominations were received for Vice-Chairman:

1- Cllr Linda McCorkindale
Proposed Cllr D. Comber
Seconded Cllr T. Scrivener
All agreed unanimously

2- Cllr Carole Pearson
Proposed Cllr D. Comber
Seconded Cllr T. Scrivener
All agreed unanimously

Two vice-chairmen are needed as Cllr McCorkindale is away each year for about four months.

17.47 Declaration of Acceptance of Office as Vice-Chairman

Cllr McCorkindale & Cllr Pearson accepted the nominations and was duly elected as Vice-Chairmen for the year 2014/2015. The declarations of acceptance for Vice-Chairman were duly completed and signed.

17.48 Approval of the Minutes of the AGM held on the 23rd May 2013

The Minutes were approved as a true record of the meeting and duly signed by Cllr Rigden.

Proposed Cllr L. McCorkindale

Seconded Cllr D. Comber

All agreed unanimously

17.49 Registers of Interests

The register of interests form had been sent electronically prior to the meeting to all the councillors for completion. The clerk received completed forms and will send them to the Monitoring Officer at EHDC.

17.50 Election of Representatives for:

See ANNEXE 1

Proposed Cllr T. Scrivener

Seconded Cllr D. Comber

All agreed unanimously

17.51 Approval of the Accounts for the Financial Year 2013/2014

Detailed accounts had been circulated to Councillors.

The balance at 31st March 2014 was **£18382.20**

(See KPC's Bank reconciliation ANNEXE 2).

The questions of the internal audit form had been answered satisfactorily and the accounts and accompanying notes were then approved and signed by the Chairman as a true record of the Parish Council's financial affairs, subject to audit.

17.52 Date of next Annual General Meeting

The next Annual General Meeting will be held in May 2015.

There being no further business, the meeting closed at 8:00pm.

ANNEXE 1

Kingsley Parish Council: Lead Councillors – June 2014

Planning:

Planning applications and other matters: Cllr McCorkindale

Looking after the Parish Council owned Estate:

<u>Allotments:</u>	Cllr Rigden
<u>St Nicholas Chapel:</u>	Cllr Pearson
<u>Regular inspections of St Nicholas Chapel and Cemetery:</u>	The Clerk
<u>Upper Green and Playground:</u>	Cllr Rigden
<u>Lower Green:</u>	Cllr McCorkindale to lead
<u>Other Miscellaneous Items:</u> (eg Notice Boards, Map Boards, Seats)	General council

Maintaining and enhancing the village environment:

<u>Commons, Greens and Rights of Way:</u> footpaths	Vacancy – Residents to report on
<u>Fly-tipping and litter:</u>	The Clerk
<u>Transport, Highways and Road Safety:</u>	Cllr Scrivener
<u>Community Resilience:</u>	Cllr Pearson
<u>Environment and Biodiversity:</u>	Cllr Scrivener
<u>Housing, Business and Commerce:</u>	Cllr McCorkindale
<u>Minerals and Waste:</u>	Cllrs Pearson and McCorkindale

Liaison with local groups:

<u>Village Forum:</u>	Cllr Pearson
<u>Parish Planning Group:</u>	Cllr Rigden

Finance:

<u>Accounts:</u>	The Clerk is the Responsible Finance Officer
<u>Budget and Precept:</u>	The Clerk prepares budget for consideration at November meeting
<u>Insurance:</u>	The Clerk

Administration:

<u>Routine Administration:</u>	The Clerk (eg collecting the post, posting notices, Council meetings)
<u>Responding to ad hoc enquiries:</u>	The Clerk provides initial response and involves Councillors as necessary
<u>Parish Council website:</u>	Cllr Rigden to facilitate design and Clerk to administer once working
<u>Correspondence:</u>	The Clerk
<u>Ongoing Contracts:</u>	The Clerk

Other matters:

Covering vacancies as necessary	Chairman (Cllr Rigden)
Other matters as necessary	Chairman and Clerk

KINGSLEY PARISH COUNCIL

Receipts and Payments for the Year Ending 31st March 2014 for Current Account

	RECEIPTS		RECEIPTS		PAYMENTS		PAYMENTS
2012/13		2013/14		2012/13		2013/14	
10750.00	Precept	11250.00	Precept	1994.95	VAT	678.73	VAT
2040.00	St Nicholas Chapel	0.00	St Nicholas Chapel	3939.73	Upper Green	2042.03	Upper Green
370.00	St Nicholas Cemetery	840.00	St Nicholas Cemetery	440.00	Lower Green	590.00	Lower Green
0.00	Other	0.00	Other	4313.68	St Nicholas Chapel	189.95	St Nicholas Chapel
0.00	Grants	977.00	Grants	543.17	St Nicholas Cemetery	246.19	St Nicholas Cemetery
2318.31	VAT Refund	1994.95	VAT Refund	0.00	SINC - St Nicholas Cemetery	0.00	SINC - St Nicholas Cemetery
633.31	Allotments	325.00	Allotments	677.43	Allotments	517.42	Allotments
12.31	Interests	12.23	Interests	484.00	SLR signs	380.00	SLR signs
				10.00	Cricket Pitch/Village Green	10.00	Cricket Pitch/Village Green
				1442.75	Insurance	1381.14	Insurance
				3203.20	Clerk's Salary & Allowances	3203.20	Clerk's Salary & Allowances
				800.80	PAYE	800.80	PAYE
				528.65	Clerk's Expenses	577.10	Clerk's Expenses
				28.75	Meetings	143.90	Meetings
				70.20	Website	0.00	Website
				309.29	Stationery	104.02	Stationery
				286.00	Subscriptions/Fees	325.00	Subscriptions/Fees
				0.00	Bank Charges	0.00	Bank Charges
				0.00	Chairman's Allowance	0.00	Chairman's Allowance
				111.73	Chairman & Councillors' Expenses	71.11	Chairman & Councillors' Expenses
				550.00	S142 (2A) CAB	100.00	S142 (2A) CAB
				0.00	Capital Items	264.00	Capital Items
				0.00	Sundries	16.23	Sundries
				0.00	Donations (S137)	575.00	Donations (S137)
				40.00	Training	0.00	Training
				370.00	Audit	335.00	Audit
				0.00	Election Expenses	0.00	Election Expenses
16123.93		15399.18		20144.33		12550.82	
Agreed bank at 1st April 2013		15533.84					
Receipts		<u>15399.18</u>					
		30933.02					
Payments		<u>12550.82</u>					
		18382.20					
Bank Statement balances as at 31 March 2014							
Deposit accounts		6143.20					
Current account		<u>12564.00</u>					
		18707.20					
Less o/s payments					Chairman:		
Harvey Lampport - Allotments rent		325.00					
					Date:		
		325.00					
		<u>18382.20</u>					
Add o/s receipt					Clerk:		
		18382.20			Date:		