

Frankley Parish Council

Thursday 11 May 2023 at 1900 hours at St Leonards Church Hall

DRAFT MINUTES

Present: J Gwinnett (JG) N Bailey (NB)
J Jarrard (JJ) P Morgan (PM)
P Smith (PS)

No Apologies: K May

1. Election of Chair

• To elect the Chairman for the forthcoming year.

JG, Chair, thanked all for attending and advised he was resigning as Chair. NB thanked JG for his continued hard work and proposed that JG be nominated as Chair for 2023/2024. This was seconded by JJ, PS and PM. JG is happy to continue for another year.

• The Chairman to sign the Declaration of Office Form.

The form would be signed post meeting and subsequently forwarded to BDC.

2. Welcome, Introductions and Approval of Previous Minutes

The Minutes from May 2022 were agreed – proposed by PS and seconded by PM.

3. Apologies for Absence

No apologies for absence were received.

4. Declarations of Interest

To sign off declarations of interest.

Members are reminded that the Council's Code of Conduct requires that any Member, having a Pecuniary or a Non-pecuniary interest in any of the business to be transacted, must declare all such interests either at the start of the meeting or immediately before the item is discussed. If a Member declares a non-pecuniary interest then that Member may remain in the meeting, take part in the discussion and vote on the matter.

If a Member declares a pecuniary interest then he/she must not take part in any discussion of the matter at the meeting and must NOT vote on the matter. Members need not withdraw from the meeting but any participation by the Member at the meeting in respect of the matter in which they have a pecuniary interest is a criminal offence for which the Member may be prosecuted as well as referred to the City Council's Standards Committee.

5. Public Session

Members of the public have the opportunity to address the council on matters of local interest during the first fifteen minutes of the meeting.

Where a Member has a pecuniary interest in the business of the Council that Member must declare that interest but may speak at the meeting for the purpose of making representations, answering questions, or giving evidence relating to the business providing the public are also permitted to attend the meeting for the same purpose. Any representations relating to the business contained on the agenda in which a member has a pecuniary interest or members of the public wish to speak on, should be made at this point of the meeting.

6. Maintenance Contracts

The services of DM Malley Payroll will be retained for a further 12 months.

The Parish is in possession of insurances from the Lengthsman.

The Lengthsman will continue to maintain bus shelters, bench, notice board and grit bins. The bus shelters have been painted twice. A bench with a concrete base is to be investigated. JG will attend to the notice board – the putty is cracking – silicone to be used.

7. Budget Details

The Precept had previously been agreed in the January 2023 meeting.

The bank statement and reconciliation spreadsheet were checked against the closing bank balance at 31 March 2023.

The financial forecast for 2023/2024 is based on historic income / outgoings.

The Certificate of Exemption was approved.

8. Standing Orders

Standing Orders to remain as current.

9. Banking Arrangements

Business internet banking has replaced cheques. Two Councillors are required to make a transaction for security purposes.

10. Asset Register and Risk Register

The Asset Register and Risk Assessment were reviewed.

Financial Regulations were reviewed.

11. Model Code of Conduct

The Model Code of Conduct was shared.

12. Insurance Cover

- **To note the extant/proposed insurance cover and decide whether it is adequate**
The Parish have obtained insurances via Zurich.

To agree the payment of the Insurance Premium

As above.

13. Any Other Business

The Council Structure remains the same.

Nil expenses forms are to be completed by the Councillors.

Acceptance of Office forms are to be completed by all following the uncontested election.

Historic documents – NB to contact Gill Lumley to enquire about an audit. Archive documents to go the BDC.

Distribution:

Karen May

Margaret Sherrey

John Gwinnett (Chairman)

Nancy Bailey (Acting Clerk & Councillor)

Jane Jarrard (Councillor)

Pamela Morgan (Councillor)

Phil Smith (Councillor)

Dates for future meetings:

Thursday 13 July 2023

Thursday 12 October 2023

NOTE.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.