

**Minutes of a meeting of Luddesdown Parish Council
held on Monday 16 May 2023 at 7:30pm
in Luddesdown Village Hall**

Members Present: Cllr P Crow
Cllr L Martin
Cllr M Newnes – Vice-Chairman of Council
Cllr C Price – Chairman of Council (*from Item 1*)
Cllr J Rossouw

In Attendance: S Fishenden – Clerk & Responsible Financial Officer

Item 1: To elect the Chairman of Luddesdown Parish Council for the 2023/2024 Council Year and to receive the Declaration of Acceptance of Office from the Chairman

F.C. 01 It was agreed to elect Cllr Cheryl Price as Chairman of Luddesdown Parish Council for the 2023-2024 council year. Her Declaration of Acceptance of Office was signed and witnessed.

PROPOSED: Cllr Newnes. SECONDED: Cllr Rossouw. All in favour.

Item 2: To elect the Vice-Chairman of Luddesdown Parish Council for the 2023/2024 Council Year and to receive the Declaration of Acceptance of Office from the Vice-Chairman

F.C. 02 It was agreed to elect Cllr Matt Newnes as Vice-Chairman of Luddesdown Parish Council for the 2023-2024 council year. His Declaration of Acceptance of Office was signed and witnessed.

PROPOSED: Cllr Martin. SECONDED: Cllr Rossouw. All in favour.

Item 3: Apologies for Absence: To receive and accept apologies

F.C. 03 There were no apologies for absence.

Item 4: Declarations of Members' Interests:

4.1 To remind all Members that they are required to submit their declaration of interest forms to the Monitoring Officer within twenty-eight days of the election

F.C. 04 The Declaration of Interest forms were completed by all councillors and provided to the Clerk for submission to the Monitoring Officer.

4.2 To receive declarations of pecuniary and non-pecuniary interests for this meeting

F.C. 05 There were no declarations of interest.

Item 5: To approve minutes of the previous Full Council meeting: 20.03.23

F.C. 06 The minutes of the meeting held on 20.03.23 were approved.

PROPOSED: Cllr Newnes. SECONDED: Cllr Rossouw. All in favour.

Item 6: Public Session & External Reports

6.1 Public Session

- F.C. 07** There were no members of the public present.
- 6.2 Borough Councillors and County Councillor**
- F.C. 08** There were no Borough Councillors or the County Councillor present.
- 6.3 Police and Community Warden**
- F.C. 09** There were no Police or Community Warden present.
- Item 7: New Council Training Session: To adjourn the meeting for a ten-minute period to allow the Clerk to provide an introductory training session to Council**
- F.C. 10** The meeting was adjourned from 7:50pm to 8:00pm to allow the Clerk to provide an introductory session covering the roles and responsibilities of councillors, the AGAR process and declarations of interests.
- Item 8: Clerk's Report: To receive a report from the Clerk**
- F.C. 11** The Clerk's Report was noted.
- Item 9: Annual Review of Council Operations**
- 9.1 Schedule of Meetings: To note the schedule of meetings of meetings up to and including the next Annual Meeting of Council**
- F.C. 12** The schedule of meetings up to the Annual Meeting of the Council in May 2024 was noted.
- 9.2 Subscriptions: To review and approve the Council's and employees' subscriptions to other bodies**
- F.C. 13** It was agreed to renew the subscriptions for
- Kent Association of Local Councils at a cost of
 - UK2.Net Email Hosting at a cost per annum of £36.99 + VAT
- 9.3 Arrangements for Receiving Correspondence: To confirm that all councillors will continue to receive summons, agendas and minutes plus other correspondence via email**
- F.C. 14** It was agreed all councillors will continue to receive summons, agendas and minutes plus other correspondence via email.
- PROPOSED: Cllr Price. SECONDED: Cllr Martin. All in favour.
- 9.4 Banking Arrangements: To review the bank account signatories for 2023-2024**
- F.C. 15** It was agreed to add Cllr Price, Cllr Crow and Cllr Martin to the bank signatories, the three councillors who had stepped down at the May 2023 elections would be removed from the account.
- PROPOSED: Cllr Price. SECONDED: Cllr Newnes. All in favour.
- 9.5 Internal Audit Report for 2022-2023: To receive the Internal Audit report from Lionel Robbins and consider its recommendations**

F.C. 16 The Internal Audit report for 2022-2023 was noted. It was agreed a plan to reduce the level of general reserves to within the recommended guidance would be drawn up.

Item 10: Council Governance

10.1 Standing Orders: To review the Council's Standing Orders

F.C. 17 It was agreed to adopt the standing orders without amendment. It was noted NALC were working on revised model standing orders.

PROPOSED: Cllr Price. SECONDED: Cllr Crow. All in favour.

10.2 Financial Regulations: To review the Council's Financial Regulations

F.C. 18 It was agreed to adopt the financial regulations without amendment. It was noted NALC were also working on revising the model financial regulations.

PROPOSED: Cllr Price. SECONDED: Cllr Rossouw. All in favour.

10.3 Scheme of Delegation: To review the proposed Scheme of Delegation

F.C. 19 The Scheme of Delegation item was deferred as the Clerk advised he felt there was sufficient delegated authority contained within the standing orders and financial regulations.

Item 11: Financial Matters

11.1 Schedule of Payments: To approve the schedule of payments up to 09.05.23, in accordance with Financial Regulation 5.2

F.C. 20 It was noted there was only one payment in the schedule, totalling £216.40, this did not require approval as it was a contractual payment.

11.2 Receipts & Payments Report: To note the receipts and payments report up to 09.05.23

F.C. 21 The receipts and payments report up to 09.05.23 was noted.

11.3 Bank Statement: To receive the bank statement as of 09.05.23

F.C. 22 The bank statement up to 09.05.23 was noted.

11.4 Council Insurance: To consider renewing the Council's insurance with Zurich Municipal at a cost of £167.44

F.C. 23 It was agreed to renew the council's insurance with Zurich Municipal at a total cost of £167.44 for the year.

PROPOSED: Cllr Price. SECONDED: Cllr Martin. All in favour.

11.5 Scribe Subscription: To consider renewing the Scribe accounting software at a cost of £150 + VAT

F.C. 24 It was agreed to renew the Scribe subscription at a cost of £150 + VAT.

PROPOSED: Cllr Price. SECONDED: Cllr Crow. All in favour.

Item 12: 2022-23 End-of Year Financial Matters

12.1 To review the effectiveness of the system of Internal Control Councillors are asked to consider the attached Statement of Internal Control in support of the Annual Governance Statement. The Chairman of the Council and the Clerk to sign

F.C. 25 The Statement of Internal Control document was reviewed and agreed.

PROPOSED: Cllr Price. SECONDED: Cllr Martin. All in favour.

12.2 Annual Governance Statement: To approve the Annual Governance Statement for 2022-23, Section 1 of the AGAR for the year ending 31 March 2023

F.C. 26 The Annual Governance Statement for 2022-2023 was approved. The Clerk and Chairman would sign.

PROPOSED: Cllr Price. SECONDED: Cllr Crow. All in favour.

12.3 Accounting Statements, Bank Reconciliation and Variances: To approve the Accounting Statements for 2022-23, Section 2 of the AGAR for the year ending 31 March 2023 and the supporting Bank Reconciliation as at 31 March 2023.

F.C. 27 It was agreed to approve the accounting statements for 2022-23 and the supporting bank reconciliation. The Clerk and Chairman would sign.

PROPOSED: Cllr Newnes. SECONDED: Cllr Rossouw. All in favour.

12.4 Certificate of Exemption: To confirm the Council meets the criteria for exemption for 2022-23 and can certify itself as exempt from the 'Limited Assurance review'. If so, the Chairman and the Clerk/RFO to sign and date the Certificate of Exemption.

F.C. 28 The Council confirmed it met the criteria for exemption from limited assurance review and therefore could complete the Certificate of Exemption

PROPOSED: Cllr Newnes. SECONDED: Cllr Price. All in favour.

12.5 Exercise of Public Rights: To note the proposed dates (Monday 5 June 2023 to Friday 14 July 2023) for the Exercise of Public Rights as selected by the Council's Responsible Financial Officer

F.C. 29 The proposed Exercise of Public Rights dates were noted.

Item 13: Planning Applications: To consider any applications received. Late applications may be considered.

F.C. 30 There were no applications to consider.

Item 14: Matters for 2023-2024

14.1 Student Advisors: To consider introducing Student Advisors to the Parish Council from September 2023

F.C. 31 It was agreed to progress the idea of introducing student advisors to the Parish Council.

The Clerk would explore the proposal with Meopham School, Gravesend Grammar School and Gads Hill School

PROPOSED: Cllr Price. SECONDED: Cllr Newnes. All in favour.

14.2 Grant Request: To consider the grant request received from Luddesdown PCC

F.C. 32 It was agreed to defer consideration of this item to enable the Clerk to seek further advice from NALC legal.

14.3 New Councillor Training: To authorise the booking of Cllr Martin and Cllr Crow onto the Dynamic Councillor course at a total cost of £100 + VAT

F.C. 33 It was agreed to approve the booking of two places on the Dynamic Councillor course at a cost of £100 + VAT.

PROPOSED: Cllr Price. SECONDED: Cllr Newnes. All in favour.

14.4 KALC Gravesham Area Committee - Representatives: To agree two representatives that will attend the KALC Area Committee meetings

F.C. 34 It was agreed that Cllr Price and Cllr Crow would be the KALC Area Committee Representatives for 2022-2023

The meeting closed at 9:20pm