

CUTSDEAN PARISH COUNCIL GLOUCESTERSHIRE

www.cutsdeanparishcouncil.co.uk

Clerk to the Council: Peter Forshaw 68 Gretton Road Winchcombe GL54 5EL

email:peteraforshaw@tiscali.co.uk

DRAFT MINUTES OF ANNUAL PARISH MEETING
IN ST.JAMES CHURCH CUTSDEAN
TUESDAY MAY 15 AT 7.30PM

Members Present:
Cllrs. Beetson, Wright, Butler.
Apologies;
Cllr. Smith and Clarke (post meeting)

There being no members of the public present the chairman declared the meeting closed at 7.45 This was followed by

CUTSDEAN PARISH COUNCIL ANNUAL MEETING

Members present:
As above

1. Elected chairman: David Wright prop:Cllr Butler Sec: Cllr. Beetson
2. Elected (in absentia) vice chairman: Christopher Clarke: prop: Cllr. Wright Sec: Cllr. Butler
3. Declaration of office for the above positions: Chair signed: Vice chair pending
4. To note any apologies: as above
5. To approve minutes of the last council meetings held on March 20th 2018. Deferred to July meeting
6. Matters arising: Clerk vacancy. The clerk reported that Claire Butler had agreed to accept the position and would take up duties on May 31. Clerk to make appropriate arrangements for handover of documents etc. A new bank mandate would be required to register her with the council's bank account once she had taken up duties.
7. Finance
 - a. Accounts April 2017- March 2018 and bank reconciliation agreed and signed.
 - b. Payments authorised:

Insurance premium to Community First:	£165.69
Clerk's pay (April and May)	£52.80
HMRC (April/May)	£13.20
Clerk's expenses April May	£24.52
 - c. Debit card. The clerk informed the council that he had cancelled this for security reasons. It could be re-issued but a new bank mandate would be required. No further action at present.
8. To receive independent internal auditor's report and agree action to be taken.

Report attached. Action required:

 - a. Keep duplicate copies of docs on flash drives and store on councillor's premises
 - b. Current website no longer active. Agreed to set up new site using funds available from transparency grant when new clerk is in post.

- 9. Annual return
 - a. Annual Governance Statement agreed and signed
 - b. Accounting statements agreed and signed
- 10. To review bank signatory panel. No change
- 11. Register of personal and pecuniary interests. Cllrs reminded that it is their sole responsibility to register any changes to declarations already made
- 12. To receive a report on progress of parish website. Clerk reported that he had researched suitable companies and circulated models, tutorials and pricing regimes to all councillors and recommended that when the new clerk is in post action should be taken to rectify the present situation which at the moment does not meet the standards required by the transparency code.
- 13. No matters arising from previous meeting
- 14. To receive correspondence since last meeting for information. Circulated by email.
- 15. Date for the next meeting: July 10 8.00 pm Farfield Farm.

Meeting closed 8.40pm

signed.....

date.....