

MINUTES of the ANNUAL MEETING of the OVERBURY AND CONDERTON PARISH COUNCIL held on Tuesday 22nd June in Overbury Village Hall

PRESENT: Mrs G Milway
Mr Richard Southby
Mrs Steff LeMarechal
Miss R Long - Parish Clerk.

1. ELECTION OF CHAIRMAN

Councillor Steff Lemarechal proposed that Councillor Georgina Milway be re-elected as Chairman of the Parish Council; this was seconded by Councillor Richard Southby and agreed.

2. APOLOGIES FOR ABSENCE

Councillor Ruth Darling had sent her apologies as she is not available to attend the meeting due to work commitments in Bristol. This was accepted by the Councillors present.

3. ELECTION OF VICE CHAIRMAN

No Vice Chairman was elected.

4. DECLARATIONS OF INTEREST

Councillors were reminded of the need to keep up to date their Register of Interests, and to declare any Personal Interest or Prejudicial Interest relating to any items on the Agenda. There were no Declarations of Interest for this Meeting.

5. REVIEW OF FINANCIAL REGULATIONS, RISK ASSESSMENT AND INSURANCE REQUIREMENTS

(a) Financial Management and Risks

The Clerk reported that there have been no changes to the Parish Council's financial arrangements during the year. The Parish Council does not have a petty cash account; the Clerk is not a signatory to the bank account, which requires the signatures of two Councillors; there are currently no capital investments or loan commitments; the Parish Council does not own any land or property, apart from the swings and matting on the sports field and some street furniture. It was agreed that the Clerk's finance report circulated with the agenda for each Parish Council meeting is an acceptable check on the financial circumstances of the parish council; the statement shows the balance brought forward from the previous meeting taking into account payments and receipts since the previous meeting, and further payments due for approval.

(b) Risk Assessment and Insurance Requirements

It was agreed that the cover offered by the current Zurich Policy remains sufficient and the renewal premium has been paid. It was noted that the main risk items are street furniture, e.g. notice boards, benches, waste bins and the defibrillator. The other risk area is the sports field, which is sublet to the Overbury Cricket Club, who receive a copy of the Annual Inspection Report from PlaySafety Ltd. The Parish Council owns the two bay swing on the field, which is included in the Inspection Report. It is the responsibility of the Parish Council regularly to check the condition and safety of the swings, and this is carried out by the Clerk on a weekly basis; it was agreed that a copy of the Safety Report should also be sent to the Parish Council's insurers.

It was noted that the swings have been tied together to prevent their use since the first lockdown period in March 2020.

6. APPOINTMENT OF VILLAGE HALL MANAGEMENT COMMITTEE and BREDON HILL CONSERVATION GROUP Representatives

(a) Village Hall Management Committee

Councillor LeMarechal agreed to continue as the Parish Council's representative on the Village Hall Management Committee.

(b) Bredon Hill Conservation Group

Councillor Darling had agreed to continue to represent the Parish Council on the Bredon Hill Conservation Group Committee.

7. MINUTES OF THE PREVIOUS MEETING

The draft Minutes of the previous meeting held on Monday 17 May, 2021, had been circulated with the Agenda papers. It was noted that these draft Minutes referred to the previous meeting on 19 October, 2020, as the Annual Meeting, which is incorrect. This error has been corrected in the version of the Minutes now presented for approval at the meeting. The revised Minutes, omitting the word "Annual", were then approved and signed as correct by the Chairman.

8. PROGRESS REPORTS

(1) Overbury Footpath Surface Repair

The Chairman reported that she had been informed by Councillor Hardman that this work was scheduled for September 2021.

(2) Possible purchase of Defibrillator for Conderton – nothing further to report.

(3) Vacancy for parish councillor to represent Overbury – nothing further to report.

9. FINANCE

Audit Procedure

The following documents had been circulated to Councillors with the Agenda for consideration at the meeting:

1. Internal Auditor's Report, which had been completed by Mrs Sharon Denson on 15 June, together with the year-end Bank Reconciliation and the statement of year end Receipts and Payments for the five years from 2016/17 to 2020/21. The Internal Auditor's Report was accepted together with the accompanying Year End Bank Reconciliation and the Receipts and Payments spreadsheet.
2. Certificate of Exemption from Limited Assurance Review: It was agreed that the Certificate should be submitted to the External Auditor before 30 June; the Certificate was therefore signed by The Clerk, as Responsible Financial Officer, and the Chairman.
3. Annual Governance Statement: Following the discussion under item 5 of the Agenda "Review of Financial Regulations, Risk Assessment and Insurance Requirements", the completed Annual Governance Statement was agreed and signed by the Chairman and Clerk.
4. Accounting Statements for 2020/21, which had been signed by the Clerk as Responsible Financial Officer, with the Explanation of Variances between years 2019/20 and 2020/21. The Accounting Statements and Explanation of Variances were agreed by Councillors and signed by the Chairman.
5. Asset Register, unchanged since 2019/20, was agreed.
6. Notice of Public Rights and Publication of Annual Governance and Accountability Return (Exempt Authority). This had been completed by the Clerk and would be displayed on the Parish notice boards on Monday 28 June to advertise that all accounting documents etc would be available for inspection between 29 June and 30 August 2021.

The Clerk confirmed that the Minutes of this meeting, the Notice of Rights and the required Accounting documents would be published on the Parish Council's page of the Community website by the stipulated date of 28 June 2021.

10. CLERK'S REPORT ON URGENT DECISIONS SINCE THE LAST MEETING

No urgent decisions had been taken since the last meeting.

11. COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA

There were no Councillors' reports or items for a future agenda.

12. DATE OF NEXT MEETING

It was agreed to hold the next meeting of the Parish Council at 6pm on Monday 4 October 2021 at Overbury Village Hall.

There being no further business, the Meeting closed.