

NEWTOWN PARISH COUNCIL**Hampshire**

Minutes of a meeting of Newtown Parish Council held on
Monday 23rd May 2022 at 6:30pm, Newtown Village Hall

Present: Chairman: Tony Webb
Councillors: Jo Exelby, Sean Curry,
Tom Reseigh, Bob Ward

In attendance: Clerk: Rebecca Cloke

ACTION

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1. **Apologies**
Apologies were received from Cllr Izett.
 2. **Election of Chairman for 2021-22**
Proposed by Cllr Reseigh and seconded by Cllr Curry, Cllr Webb was elected unanimously.
 3. **To receive the Chairman's declaration of acceptance of office**
The declaration was completed and signed by Cllr Webb.
 4. **To confirm the outcome of non-contested election and signing of declarations**
The clerk confirmed that the recent election had been uncontested and Cllrs Webb, Exelby, Curry, Reseigh and Ward had been re-elected as Parish Councillors for Newtown. The declarations of acceptance of office were signed.
 5. **Election of Vice Chairman for 2021-22**
Proposed by Cllr Webb and seconded by Cllr Exelby, Cllr Reseigh was elected unanimously.
 6. **Declarations of Interest**
None
- OPEN FORUM – none**
7. **Appointment of representatives to outside bodies**
Village Hall Committee Member – Proposed by Cllr Webb and seconded by Cllr Exelby, Cllr Reseigh was appointed as the Village Hall Committee Parish Council representative.
 8. **Appointment to committees**
Newtown Common Management committee – Proposed by Cllr Webb and seconded by Cllr Reseigh, Cllr Curry would continue as Chair on the Newtown Common Management Committee.

Chair

ACTION

9. **Approval and signing of the minutes of the meeting held on 28th March 2022.**
The minutes were approved by the Council and signed by the Chairman. Nominated by Cllr Ward and seconded by Cllr Reseigh.
10. **Finance reports**
- a) **To receive the year end report on the budget for 2021/22**
The Clerk summarised the main variances to budget in the income and expenditure and summarised the reserves held at year end. Received and approved.
- b) **Review and approve the bank reconciliation at 31st March 2022**
The Chairman reviewed and signed the bank reconciliation and associated bank statements.
- c) **Review and approve audit documents**, Expenditure over £100 and variance report – received and approved
- d) **Resolved that the Annual Governance and Accountability Return – Certificate of Exemption be signed by the Chairman and the clerk.**
Review and approve the Annual Governance and Accountability Return 21/22
It was agreed that Section 1, the **Annual Governance and Accountability Return 2021/22** be completed to the effect that:
1. The Parish Council has prepared its Accounting Statements in accordance with the Accounts and Audit Regulation.
 2. The Parish Council has made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
 3. The Parish Council has only done what it has the legal power to do and has complied with proper practices in doing so.
 4. The Parish Council has during the year given all persons interested the opportunity to inspect and ask questions about the council's accounts.
 5. The Parish Council has considered the financial and other risks it faces and has dealt with them properly.
 6. The Parish Council has arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
 7. The Parish Council has responded to matters brought to its attention by internal audit.
 8. The Parish Council has disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
- e) **To receive the Internal Audit report 2021/22**
The clerk had circulated the internal auditor's report. No issues had been raised. The auditor's report was approved and accepted, proposed by Cllr Reseigh seconded by Cllr Ward.
- f) **To receive the report on the budget for 2022/23**
The clerk summarised the main variances to budget, year to date, in the income and expenditure and summarised the reserves held. The Chair checked the bank balances to bank statements. Received and approved.

Chair

ACTION**g) Parish Council / Working party insurance renewals**

Renewal documents had been circulated via email prior to the meeting for both the Parish council insurance (Zurich) and the Working party insurance (Aviva). Proposed by Cllr Ward and seconded by Cllr Exelby.

11. Approval of proposed spend for Jubilee celebration

The clerk briefed the councillors that the application submitted for the BDBC Platinum Jubilee Fund in conjunction with Newtown Village Hall had been successful and £500 had been awarded. Cllr Exelby had circulated a budget showing the proposed spend of the grant and proposed the Parish Council fund up to £200 of additional expenditure not covered by the grant. Seconded by Cllr Reseigh. The councillors conveyed their thanks to Cllr Exelby for her work to organise the Jubilee event.

12. Approval of payments

To ratify the following payments:

B022	HALC	Affiliation Fees	180.11
B023	Stocksigns	SLR Machine	3000.00
B024	Premier Grounds	Bus Shelter removal and waste	336.00
B025	Open Spaces Society	Membership fee	45.00
B026	BHIB	CMC Working party insurance	187.20

To approve the following payments:

B027	Zurich	PC Insurance	367.97
B028	Auditing Solutions	21/22 Audit	240.00
B029	Rebecca Cloke	Mileage, paper, print cartridges, Microsoft licence	115.48

13. Date of next meetings

Dates for the next meetings were set for Thursday 7th July, Thursday 22nd September, Monday 28th November.

14. Correspondence

VAT return – The Clerk confirmed the VAT return for 2021-22 had been completed and submitted and payment had been received.

The meeting closed at 6:41pm

Signed

Date.....

Chair,