

CREECH ST MICHAEL PARISH COUNCIL

Minutes for the Meeting of Creech St Michael Parish Council [CSMPC] held at Creech St Michael Village Hall on **Wednesday 25th May 2022 at 7:00pm**

Councillor Attendance

Cllr. Annabelle Peters	AP	apologies	Cllr. David Griffin	DG	present
Cllr. Neil Davidson - Chair	ND	present	Cllr. Paul Tucker	PT	present
Cllr. Diane Phillips	DP	present			
Cllr. Kenneth Hunt	KH	present			

Also Present: 2 members of the public and Tamsin Ely (TE), CSM Parish Clerk and Andrew Williams (AW), CSM Parish Clerk and RFO.

Meeting started at 7:00pm

1.	Election of Chair for the meeting: Cllr. Davidson invited nominations for the role of meeting Chair. Cllr. Tucker proposed Cllr. Davidson seconded by DP all in favour.
2.	Chair's welcome: Cllr. Davidson welcomed all and opened the meeting.
3.	To receive any apologies for absence: Cllr. Peters.
3.	Public Question time: The Chair invited questions from the public. There were no questions from the members of the public present.
4.	<p>4.1 Declarations of Interests: Declarations of Individual Members Cllr. Davidson – confirmed a conflict of interest - has pecuniary interest in the Canal car park.</p> <p>4.2 Dispensation Request None.</p>
5.	<p>5.1 Bank Address. Cllr. Davidson proposed that the address associated with the CSMPC Lloyds bank account, be changed from the ex-clerks to the address of the new Clerk and RFO. Seconded by PT all in favour. Action: Clerk and RFO to complete a bank mandate to progress the change of address.</p> <p>5.2 Final Year End A/Cs. All present, confirmed receipt of their copies of the year end accounts and that they were in agreement with data as presented. Cllr. Davidson proposed acceptance of the year end accounts seconded by PT all in favour.</p> <p>5.3 Internal Audit 21/22. All present, confirmed receipt of their copies of the Internal Audit reported, as prepared by Jill Larcombe. AW confirmed that the former RFO, Steve Altria, was in full agreement with the findings of the internal audit. Cllr. Davidson proposed acceptance of the Internal Audit findings seconded by PT all in favour.</p> <p>5.4 Annual Governance Statement. All present, confirmed receipt of their copies of the Annual Governance Statement. Cllr. Davidson confirmed that the Council's failure to meet the requirements of item 4 of the Annual Governance Statement was as a consequence of not publishing the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return, for the required amount of time. Cllr. Davidson requested that the notice be published for the required time period this year. Cllr. Davidson proposed acceptance of the Annual Governance Statement seconded by PT all in favour. Action: Cllr. Davidson and AW to sign the Annual Governance Statement. Action: Clerk and RFO to publish the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return within the required timescales.</p> <p>5.5 Accounting Statements. All present, confirmed receipt of their copies of the Accounting Statements. Cllr. Davidson proposed acceptance of the Accounting Statements seconded by PT all in favour.</p> <p>5.6 Banking. As CSMPC is currently unable to action bank payments as a result of only having two of the three required signatories available, it was proposed by Cllr. Davidson to add Cllr. Peters, TE and AW as signatories seconded by PT all in favour. Action: Cllr. Davidson and Cllr Tucker – both current signatories - to sign the mandate authorising the addition of the agreed new signatories. Action: Clerk and RFO to add Cllr. Griffin as a signatory when preparing the mandate for agenda item 5.1.</p>
6.	Screen in the Cartwright room. No decision taken as requested by Cllr. Peters.

Meeting ended at 7:20pm

Andrew William, CSMPC Clerk and RFO, 07866771627, Email clerkandrfo@creechstmichael.net