

INKPEN PARISH COUNCIL

Draft Minutes of the meeting of the Council, held on Monday 24th June 2024 at 7:30pm at Inkpen Village Hall

Present: Councillor Bates (Chairman), Councillors Cox, Corne, Durham, Fisher, Dr Thomas and MacInnes.

In attendance: Angela Boyce (Parish Clerk Kintbury)

1. Apologies for absence. None recorded

2. Welcome to Cllr Clare MacInnes

The Chair welcomed Cllr MacInnes onto the Parish Council.

Resolved: Cllr MacInnes duly signed the 'Declaration of Acceptance of Office' form, the Chair countersigned it.

Action: The Chair to submit acceptance of office and register of members' Interests forms to the Monitoring Officer at West Berkshire Council.

3. Declarations of Interest. There were none

4. To approve the Minutes of the Meeting held on Monday 13th May 2024

Unresolved, the Minutes of the meeting held on 13th May 2024 were not signed due to them not being a true reflection of the meeting.

Action: Minutes to be amended and circulated to all parish councillors before the next meeting.

5. Matters Arising from the Minutes

a) Update on Parish emails and new address system – Councillor Corne circulated the policy for setting up official .gov.uk emails. There was a discussion, Cllr Corne to look into the process further and will report back to the PC, with a view to implement at the next meeting.

b) Draft questionnaire progress - Councillor Durham & Bates noted that there had been a low response from the playing fields questionnaire. There was a discussion regarding how to engage with the community.

Action: A new method to gain engagement to be circulated via the Parish Magazine and village Facebook page.

6. To approve Annual Governance & Accountability Return 2023/2024

- a. Certificate of Exemption. Resolved: Certificate of Exemption Annual Governance Statement of the Annual Governance and Accountability Return 2023/24 Form 2 was approved by all members present and was signed by the Chair and the Clerk.
- b. Internal Audit Report. Resolved: The Internal Audit Report was approved by all members present.
- c. Governance Statement. Resolved: Section 1 Annual Governance Statement of the Annual Governance and Accountability Return 2023/24 Form 2 was approved by all members present
- d. Accounting Statement 2023/2024. Section 2 Accounting Statements of the Annual Governance and Accountability Return 2023/24 Form 2 was resolved and approved by all members present and

Signed _____ Date _____

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- e. To consider any comments by the Internal Audit Report – none recorded
- f. Approved by the meeting – RFO & Chairman – wet signatures. All members present approved the Receipts and Payments accounts from Year End 31 March 2024. All forms were signed by the Chair. The RFO/Clerk countersigned the forms prior to the meeting, due to not being present at the meeting.

This concludes the proceedings for signing off the Annual Governance and Accountability Return 2023/24 Form 2. The Clerk to send the certificate of exemption to the external auditor, upload all unaudited documents to the website and ensure the Notice of Public Rights is uploaded to the website and is available on the Noticeboards.

7. Review of standing orders to update with national framework – consider review team.

The chair noted that the current standing ordered were due to be reviewed. There was a discussion as to whether there should be a committee to go through the policies.

Action: The chair to circulate NALC model standing orders with a view to implement at a later meeting. Cllr Fisher to read through the latest NALC model and suggest updates for IPC 2005 version. Chair to email Cllr Fisher with latest NALC document.

8. Procedures, to consider update & publish procedure for internal management/running of Parish Council & consider risk assessment of weaknesses – consider review team.

There was a discussion regarding updating and adopting new policies.

Action: Introduce new procedures documents as tasks/actions occur

9. Parish Staffing (Public excluded)

PART 2. To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 where publicity might be prejudicial to the special nature of the business. To exclude the press and public for the following reason.

To discuss parish staffing

There was a discussion regarding employing a new clerk following the resignation of the current Clerk. It was agreed that the Chair would put an advert in the parish magazine and circulate the vacancy.

10. Date of Next Meeting

There was a discussion, it was agreed that the Chair would circulate some dates and the next meeting would be agreed later.

Signed _____ Date _____