##  MINUTES

##  OF THE ANNUAL GENERAL PARISH COUNCIL MEETING

##  OF THE FOULNESS ISLAND PARISH COUNCIL (FIPC)

##  HELD AT THE LODGE FARM STAFF PREMISES, FOULNESS ISLAND

##  ON WEDNESDAY 17th MAY 2023.

##

**1 23-24 Election of Chairman for year 2023-2024.**

i Councillor Mrs E Pitts was nominated for the post of Chairman by Councillor’s: Mrs F Giles, seconded by

 Mr A Holyland and agreed by all.

ii The Chairman Councillor Mrs E Pitts signed the statutory Declaration of Acceptance of Office.

**2 23-24 Elected Councillors:**

i The Notification from the RDC’s Elections Office of the persons duly elected unopposed as Parish

 Councillors for Foulness Island: Mr G Bickford, Mrs F Giles, Mr A Holyland and Mrs E Pitts, was recorded.

ii Councillors signed Statutory Declaration of Acceptance of Office, were duly received by the Clerk.

iii Councillors Declarations of Interests Forms (28 days) were completed and duly received by the Clerk.

**3 23-24 To Record the Members and Public Present:**

 Chairman Councillor Mrs E Pitts.

 Councillors: Mr A Holyland and Mrs F Giles

 QQ representative: Ms Nicki Uden.

 Members of the public: Mr and Mrs P Carr.

 The Parish Clerk: Mr B Summerfield.

**4 23-24 Apologies and reasons for absence:**

iTo be received by the Clerk only in person via: email, letter and telephone.

ii Councillors: Mr G Bickford.

iii Ward/Essex Councillor: Mr Mike Steptoe.

iv Ward Councillors: Mr D Efde.

**5 23-24 Declarations of Interests**

i To receive Councillors Declaration of Interests: None.

ii The Chairman reminds Councillors to declare any further interests now and as they became evident to them,

 during the progress of the meeting.

**6 23-24 Election of Vice-chairman.**

i Councillor Mrs F Giles was nominated for the post of Vice Chairman by Councillor Mrs E Pitts, seconded by

 Councillor Mr A Holyland and agreed by all.

ii The Vice Chairman Councillor Mrs F Giles signed the statutory Declaration of Acceptance of Office.

**7 23-24 The Clerk’s Role:**

Resolved: the Clerk Mr B Summerfield as the Proper Officer, Responsible Financial Officer and the

 receiving officer responsible for Dispensations.

 Proposed by councillor’s: Mrs E Pitts, seconded by Mrs F Giles and agreed by all.

**8 23-24 Dispensations** **(relevant provision is s.33 of the Localism Act 2011)**

 The Clerk received all councillors requests for dispensations re: Financial matters as local council

 tax payers inc: the Precept.

9 23-24 Public Forum: ( 5 min per person only )

 Councillors, Guests, visiting Ward/County Councillors and questions from members of the public.

 (FYI from the Annual Parish Meeting):

i QQ representative Ms Nicki Uden reported:

 The recent QQ reports to the residents were covered and discussed.

ii Councillors and the public members asked for:

 A written complaint to QQ including the MP re: the lack of grass and the verge cutting back on the roads, as

 the situation is getting to a dangerous position re: road safety for all Island residents, visitors and QQ employees.

iii Public members asked for clarity re: the potential City Fibre broadband installation Road works on New Road,

 Wakering, as it is the only road on/off the Island for residents.

10 23-24 Insurance:

 The document was placed on the table and on the web site.

 Councillors agreed to view the document and to ratify agreement with the content at the next meeting,

11 23-24 Standing Orders:

 The document was placed on the table and on the web site.

 Councillors agreed to view the document and to ratify agreement with the content at the next meeting,

**12 23-24**  **Financial regulations:**

 The document was placed on the table and on the web site.

 Councillors agreed to view the document and to ratify agreement with the content at the next meeting,

**13 23-24**  **Assets List:**

 The document was placed on the table and on the web site.

 Councillors agreed to view the document and to ratify agreement with the content at the next meeting,

**14 23-24 The Council Risk Assessment:**

 The document was placed on the table and on the web site.

 Councillors agreed to view the document and to ratify agreement with the content at the next meeting,

**15 23-24 Dates and Times of Meetings:**

 The frequency and timing of meetings 2023-2024 were agreed as Bi Monthly plus extraordinary meetings.

16 23-24 The Minutes of the Parish Council Meeting of 1st March 2023.

 The Minutes were Resolved agreed.

 Proposed by Councillors: Mr A Holyland, seconded by Mrs F Giles and agreed by all.

 The Chairman signed the Minutes as a true record.

**17 23-24 Matters Arising from the Minutes: (Not on the Agenda)**

i (Minute 84 22-23) The Churchyards’ green overgrowth of graves: The Clerk updated the Council re: Community Payback and its non acceptance by the FI PC and QQ.

ii The Clerk will write to the Church Commissioners and ask for the owners of the Church to comply with

 their responsibilities.

**18 23-24 Internal Audit Report /AGAR Form 2 - 2022-2023:** To receive and agree the Internal Audit 22-23 report and to complete the AGAR Form 2 - 2022-23.

i The Clerk read the conclusions of Mr J Watkins & Co (the Internal Auditors) report, to the Council.

ii The Clerk displayed the Certificate of Exemption, Form 2, (Page 3, AGAR 2023-24) to the Council who agreed

 and completed the content, which was co-signed by the Chairman and Minuted by the Clerk.

iii The Clerk displayed the Internal Auditors ‘completed’ report (Page 4, AGAR 2023-24), to the Council.

iv The Clerk introduced The Section 1, The Annual Governance Statement (Page 5, AGAR 2023-24) to the Council

 who agreed and completed the content which was co-signed by the Chairman and Minuted by the Clerk.

v The Clerk introduced The Section 2, the Accounting Statements 22-23 (Page 6, AGAR 2023-24) to the Council

 who agreed and completed the content, which was co-signed by the Chairman and Minuted by the Clerk.

vi All above documents are available on the FI PC website.

**19 23-24 Finance:**

i The FIPC Financial Statements (circulated on 17th May 2023) were recorded.

ii The Co-op Bank Financial Statements (circulated on 17th May 2023) were recorded.

iii The FIPC balances were checked as correct against Co-op Bank Statements by Cllrs: Mrs F Giles and Mrs E Pitts.

iv The reconciled Bank Balance (FI Community Account) of the 31st March 2023 @ £209.19 were recorded..

v The reconciled Bank Balance (FI Business Account) of the 31st March 2023 @ £1,783-48 were recorded..

vi The **Ratified transfers of Credits and Payments** from 02/02/2023 to 17/05/2023 inc:

 **1) CREDITS**:

 04/04/23 BACS: RDC 1st PRECEPT 2023-24 £ 1,600-00 was recorded.

 **2) DEBITS**:

 20/02/23 DIO Bus Stop rent Churchend £ 10-00 was recorded.

 01/03/23 B Summerfield Salary (March) £ 168-77 was recorded.

 01/04/23 B Summerfield Salary (April) £ 168-77 was recorded.

 01/05/23 B Summerfield Salary (May) £ 168-77 was recorded.

vii An Invoice May 2023 from Gallagher Annual Insurance 1st June 2023 @ £498-99 was agreed to be transferred.

viii An Invoice May 2023 from the Internal Auditor Mr J Watkins & Co @ £220-00 was agreed to be transferred.

ix The above printed records of income and payments transfers, as received and agreed were co-signed by

 councillors and recorded.

x The Annual P60 form for the tax year to 5th April 2023 was recorded together with anomalies being investigated

 by the Clerk.

xi Resolved all ratified Credits and Payments, auditing/financial statements, donations, receipts and Bank transfers.

 Proposed by Councillors: Mrs E Pitts seconded by Mr A Holyland and agreed by all.

**20 23-24 Planning:**

 Application no 23/……………../FUL None.

**21 23-24 Correspondence:**

i The correspondence with BTMK Solicitors re: an Ashes internment in the FI PC Burial Ground was recorded.

ii The QQ ‘Foulness Residents’ Updates: March/April 2023 were recorded.

iii The Foulness Island newsletters of April/May 2023 were recorded.

iv Printed Publications and General Information received by the Clerk are available on demand.

**22 23-24 Streetlights:**

i Councillors reports: None.

**23 23-24 Highways:**

i Councillors reports: As above.

ii Councillor Mr A Holyland’s defibrillator reports: All OK.

**24 23-24 Play space reports:**

Councillor Mr G Bickford’s Play space inspection report 22-23 and current 23-24 report to the next meeting:

**25 23-24 Website:** (The website is to be brought up to date with the inclusion of this meetings’ information).

 The Clerk reported the website is currently out of date and will be updated in due course.

**26 23-24 Next Agenda Items from Councillors:** *for the next Agenda and exchange of information only.*

 Items: None.

27 23-24 The next Foulness Island Parish Council Meeting:

 **Agreed**: **WEDNESDAY** 5thor 12th **JULY 2023:**

**There being no further business the Chairman closed the meeting at 8 26. pm.**

**5th July 2023. B. Summerfield, (Foulness Island Parish Council Clerk/RFO)**