**FOULNESS ISLAND PARISH COUNCIL**

**Minutes** of the Annual Meeting of Foulness Island Parish Council held on Wednesday 18th April, 2018, at Lodge Farm Staff Premises, Foulness Island, commencing at 7.45 p.m.

Present: Councillors G. Bickford (Vice Chair), F. Giles, R. Green, E. Pitts (Chair) and A. Porter.

In attendance: Nicki Uden (QinetiQ), Edwin Birch (QinetiQ), Elsa Kite (MOD) and J. Watson (Clerk).

**MINUTES**

1. **The Chair to declare the meeting open.**
2. The Chair declared the meeting open.
3. **To elect a Chair of the Foulness Parish Council for the 2018/2019 Term of Office**
4. Proposed Councillor Porter, seconded Councillor Green that Councillor Pitts be elected Cahir of Foulness Parish Council for the 2018/2019 Term of Office. Carried unanimously.
5. **The elected Chair of the Parish Council to sign the Statutory Declaration of Acceptance of Office**
6. Councillor Pitts signed the Statutory Declaration of Office.
7. **To elect a Vice Chair of the Foulness Parish Council for the 2018/2019 Term of Office.**
8. Proposed Councillor Giles, seconded Councillor Green that Councillor Bickford be elected Vice Chair of Foulness Parish Council for the 2018/2019 Term of Office. Carried unanimously.
9. **To receive apologies for absence.**
10. Apologies for absence were received from County Councillor Steptoe and District Councillors Efde, Hookway and McPherson.
11. **To receive Declarations of Interest in accordance with the Council’s Code of Conduct and with section 106 of the Local Government Finance Act 1992.**
12. There were no Declarations of Interest.
13. **To sign as a correct record the minutes of the Full Council meeting held on 14th March, 2018.**
14. Proposed Councillor Green, seconded Councillor Bickford that the minutes of the Full Council meeting held on 14th March, 2018 be signed as a correct record. Carried unanimously.
15. **To receive a report from the District and County Councillors for the area on any matters of interest.**
16. No District or County Councillors were present at the meeting.
17. **Financial Matters**
18. Proposed Councillor Pitts, seconded Councillor Porter that the Bank Reconciliation as at 31st March, 2018 be approved. Carried unanimously.
19. Proposed Councillor Pitts, seconded Councillor Bickford that the Payment requests for March/April 2018 be approved. Carried unanimously.
20. Proposed Councillor Pitts, seconded Councillor Giles that the Receipts for March/April 2018 be approved. Carried unanimously.
21. **Annual Internal Audit Report**
22. Proposed Councillor Pitts, seconded Councillor Bickford that the Annual Internal Audit Report 2017/18 in the Annual Return (Annual Governance and Accountability Return 2017/18 Part 2 (Page 4) be noted and approved. Carried unanimously.
23. Proposed Councillor Pitts, seconded Councillor Bickford that the Internal Audit Report submitted by Auditing Solutions Ltd be approved. Carried unanimously. The Clerk was thanked for his work in this regard.
24. **Statement of Accounts.**
25. Proposed Councillor Pitts, seconded Councillor Green that the Statement of Accounts for the Financial Year ending on 31st March, 2018 be approved and signed. Carried unanimously.
26. **Annual Return**
27. Proposed Councillor Pitts, seconded Councillor Porter that the Certification of Exemption from the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. (Annual Governance and Accountability Return 2017/18 Part 2 (Page 3) be approved and signed. Carried unanimously*.*
28. Proposed Councillor Pitts, seconded Councillor Porter that Section 1 – Annual Governance Statement 2017/18 in the Annual Return (Annual Governance and Accountability Return 2017/18 Part 2 (Page 5) be approved and signed. Carried unanimously.
29. Proposed Councillor Pitts, seconded Councillor Giles that Section 2 – Accounting Statements 2017/18 in the Annual Return (Annual Governance and Accountability Return 2017/18 Part 2 (Page 6) be approved and signed. Carried unanimously.

1. **Charitable Trust**
2. The Clerk reported that he had found the lease in respect of the Parish Council Play Area and it should now be possible to set up a Trust and apply to the DIO for the existing lease to be transferred to the new Trust. It was noted that there would be costs involved in doing this.
3. **Post Office**
4. The Clerk reported there was nothing to report on this matter.
5. **Clerk’s Report**
6. The Clerk reported,
7. Issues regarding the appointment of a Data Protection Officer were still being resolved.
8. No progress had been made with regard to the new Bank Mandate.
9. **The meeting will stand adjourned to permit Parishioners of Foulness Island to address the Council.**
10. Parishioners addressed the Council about
11. The Conifers at Landwick
12. **At the Chair’s discretion for Councillors to exchange information on matters relating to the Parish.**
13. Councillor Green reported on difficulties being encountered at the Doctors in Great Wakering
14. **Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and the public be excluded and they are instructed to withdraw.**
15. **Tenders re Parish Burial Ground**
16. The Clerk reported that the sealed tenders in respect of the Parish Burial Ground had been opened by him in the presence of Councillors Giles and Green.
17. The recommendation to Council was that Belton Brothers be awarded the contract to mow the Burial Ground and Maxus Services be awarded the contract to cut the hedge at the Burial Ground.
18. Proposed Councillor Pitts, seconded Councillor Bickforf that these recommendations be approved. Carried unanimously.

Meeting closed at 8.50 pm

Issued 7th June, 2018.