

# **FOULNESS ISLAND PARISH COUNCIL**

**Minutes** of the Foulness Island Parish Council held on Wednesday 17<sup>th</sup> May, 2017, at Lodge Farm Staff Premises, Foulness Island, commencing at 7.00 p.m.

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

In attendance: N. Uden (QinetiQ), G. Evans (MOD), District Councillor Hookway and J. Watson (Clerk).

## **MINUTES**

- 1. The Chair to declare the meeting open.**
  - a. The outgoing Chair declared the meeting open
- 2. To elect a Chair of the Foulness Parish Council for the 2017/2018 Term of Office**
  - a. Proposed Councillor Bickford, seconded Councillor Porter that Councillor Pitts be elected Chair of the Parish Council for the 2017/18 Council year. 3 for, 1 abstention, Carried.
- 3. The elected Chair of the Parish Council to sign the Statutory Declaration of Acceptance of Office.**
  - a. Councillor Pitts signed the Statutory Declaration of Acceptance of Office.
- 4. To elect a Vice Chair of the Foulness Parish Council for the 2017/2018 Term of Office.**
  - a. Proposed Councillor Porter, seconded Councillor Green that Councillor Bickford be elected Vice Chair of the Parish Council for the 2017/18 Council year. 3 for, 1 abstention. Carried.
- 5. To receive apologies for absence.**
  - a. Apologies for absence were received from Councillor Giles.
- 6. 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.**
  - a. There were no declarations of interest.
- 7. To sign as a correct record the minutes of the Full Council meeting held on 12th April, 2017.**
  - a. Proposed Councillor Bickford, seconded Councillor Porter that the minutes of the Full Council meeting held on 12th April, 2017 be signed as a correct record. 3 for, 1 abstention. Carried.

**8. To receive a report from the District and County Councillors for the area on any matters of interest.**

- a. No reports were given to the meeting.

**9. Financial Matters**

- a. Proposed Councillor Green, seconded Councillor Bickford that the Bank Reconciliation as at 31st March, 2017 be approved. Carried unanimously.
- b. Proposed Councillor Green, seconded Councillor Porter that the Payment requests for April/May 2017 be approved. Carried unanimously.
- c. Proposed Councillor Bickford, seconded Councillor Porter that the Receipts for April/May 2017 be approved. Carried unanimously.

**10. Statement of Accounts.**

- a. Proposed Councillor Pitts, seconded Councillor Bickford that the Statement of Accounts for the Financial Year ending on 31st March, 2017 be approved and signed. Carried unanimously.

**11. Asset Schedule**

- a. The Asset register as at 31st March 2017 was noted.

**12. Annual Return**

- a. Proposed Councillor Bickford, seconded Councillor Green that Section 1 (Annual Governance Statement) of the Annual Return for the year ended 31st March 2017 be approved and signed. Carried unanimously.
- b. Proposed Councillor Bickford, seconded Councillor Porter that Section 2 (Accounting Statements) of the Annual Return for the year ended 31st March 2017 be approved and signed. Carried unanimously.

**13. Internal Audit Report**

- a. The Internal Audit Report for 2016/17 prepared by Auditing Solutions Ltd was noted.
- b. Councillor Porter asked that it be minuted that the Clerk had opted not to receive the statutory increase in salary.

**14. Appointment of Auditing Solutions Ltd**

- a. The Clerk drew the meetings attention to the fact that he was employed by Auditing Solutions as an Auditor but that he had received a ruling from the Monitoring Officer at Rochford that;
  - i. As long as he was not involved in the audit of Foulness Island Parish Council and
  - ii. The Council were aware of the connection there was no reason why Auditing Solutions could not be appointed.
- b. Proposed Councillor Pitts, seconded Councillor Bickford that Auditing Solutions Ltd be appointed as Internal Auditors for 2017/18. Carried unanimously.

**15. Clerk's Report**

- a. The Clerk gave a brief report on the website.

**16. Play Area Funding**

- a. There was nothing to report regarding obtaining funding to improve the Play Area.

**17. Ministry of Defence**

- a. A brief report was received from Geoff Evans, Resident Project Office.

**18. Defence Infrastructure Organisation**

- a. No report was received from the Defence Infrastructure Organisation.

**19. QinetiQ Report**

- a. Nicki Uden of QinetiQ gave her monthly report.

**20. The meeting will stand adjourned to permit Parishioners of Foulness to Address the Council.**

- a. The issuing of passes to the Island was discussed.
- b. The transfer of certain QinetiQ functions to Mitie was discussed
- c. The Doctor's' surgery in Wakering was discussed. Councillor Green would be giving a report at a future meeting

**21. At the Chair's discretion for Councillors to exchange information on matters relating to the Parish.**

- a. There were no issues to discuss

The meeting closed at 9.13 pm

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