



## Minutes of the Annual Parish Council Meeting held on Tuesday 11 May 2010

**Present:** Councillors Kay, Videlo, Rayner, Matheson and Gold, PC Paul Smith and PCSO Amy Clarke of Suffolk Police plus 3 members of the public.

Since the last Annual Parish Council Meeting, Cllrs Dale, Earle and Underdown have resigned. No names have been put forward for election, so it is up to the Parish Council to fill the vacancies by co-option.

1. **Election of Chairman:** Cllr Ian Kay proposed by Cllr Videlo, seconded by Cllr Rayner, all agreed. Cllr Ian Kay **declared office.**  
**Councillors:** Cllr Alyson Videlo, Cllr Serena Gold, Cllr Bridget Rayner and Cllr Frances Matheson **declared office.**
2. **Election of Vice-Chairman:** Cllr Alyson Videlo proposed by Cllr Rayner, seconded by Cllr Gold, all agreed.
3. **Apologies for absence** received and approved from Cllr Archer (work)
4. It was resolved to accept **the end of year financial position**, proposed by Cllr Videlo, seconded by Cllr Rayner, all agreed. Annual Return for year ended 2010, Section 1 Statement of Accounts signed by the Chairman and RFO.
5. **Report and Review of Internal Audit:**  
Internal Audit not yet carried out due to pressure of work on Clerk and Internal Auditor. Would be carried out week beginning 17 May and report available for June Meeting.  
  
Annual Return for year ended 2010, Section 2 Annual Governance Statement accepted. Proposed by Cllr Matheson, seconded by Cllr Gold, all agreed. Completed and signed by the Chairman and Clerk.
6. The **assets** were last reviewed October 2009 and were valued for insurance purposes at £32,500. The Clerk recommended that the assets be reviewed annually in September when the insurance is due for renewal. Proposed by Cllr Kay, seconded by Cllr Videlo, all agreed.
7. **Register of Interests.** New forms were completed by those present.
8. **Standing Orders and Financial Orders.** These were reviewed and no changes necessary. Proposed by Cllr Matheson, seconded by Cllr Gold, all agreed.
9. **Appointment of councillors and others to particular responsibilities** was resolved as follows:
  - 1 SALC – Clerk
  - 2 Footpaths – Cllr Gold
  - 3 Tree Warden – Mrs C Fisher-Kay
  - 4 Flood Defences – Mr John Smith Flood Warden, Cllr Videlo to approach resident about the Deputy Warden post.
  - 5 Emergency Planning – Cllr Gold to approach 2 residents
  - 6 Planning Group – Cllrs Rayner, Matheson and Gold
  - 7 Community Policing – Cllr Rayner
  - 8 Neighbourhood Watch – Cllr Videlo
  - 9 Parish Liaison – Cllr Kay
  - 10 Web Site Management – Cllr Videlo and Cllr Archer as reserve.
  - 11 Village Hall – Cllr Rayner
  - 12 Tennis Club – Cllr Archer
  - 13 Fairway – Cllrs Gold and Matheson
  - 14 Playing Field – Cllr Archer
  - 15 Church Field – Cllrs Gold and Videlo
  - 16 WALGA – Cllr Kay

These appointments were proposed by Cllr Kay, seconded by Cllr Videlo, all agreed. It is hoped the vacancies can be resolved by the June Meeting.

**STATUS : DRAFT UNTIL SIGNED**

CHAIRMAN.....I Kay.....DATE...14/06/2010.....

## WALDRINGFIELD PARISH COUNCIL

10. It was resolved to re-appoint Mrs Jean Potter as **Clerk and RFO** at the current rate of £9.80 per hour, for 30 hours per month. Overtime to be agreed with the Chairman and paid at the same rate as before. A contract had been drawn up during the last year and signed by the Chairman and Mrs Potter. Proposed by Cllr Kay, seconded by Cllr Videlo, all agreed.
11. It was resolved to re-appoint Mr Roy Lord as the Contractor **Handyman** at the current rate of £7.25 per hour for 1 hour per week plus other odd jobs as necessary at the same rate. Proposed by Cllr Kay, seconded by Cllr Matheson, all agreed.

The Clerk/RFO and Handyman's rates of pay to be reviewed in November for inclusion in the budget for 2011/12

The Chairman closed the Meeting at 8.10 pm.

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