

**Minutes of Ridlington Parish Council Meeting
Held on Wednesday 15th May 2019
At Ridlington Village Hall**

Attendance	Cllr. D Johnson – Chairman Cllr. D Roome Cllr. R Lees Cllr. D Thatcher Cllr. J Richardson Cllr. D Harvey Helen Duckering – clerk 2 members of the public	
Apologies	None	
Item		Actions
2019/13	The meeting opened at 7.30pm	
2019/14	Election of Chairman and Vice Chairman It was proposed that David Johnson be elected as Chairman All in favour It was proposed that David Roome be elected as Vice Chairman All in favour	
2019/15	To receive Councillor’s Declaration of Acceptance of Office and Register of Member’s Interests These were signed by Councillors	
2019/16	The meeting was closed at 7.35pm for the Annual Parish Meeting. The meeting was re-opened at 8.45pm.	
2019/17	To approve the co-option of Parish Councillors It was proposed that David Harvey and James Richardson be co-opted to the Parish Council. All in favour. Cllrs. Harvey and Richardson signed their Declarations of Acceptance of Office.	
2019/18	Declaration of member’s interests and to receive requests for dispensations None	

2019/20	<p>1. Adoption of Standing Orders It was proposed that the Standing Orders be adopted.</p> <p>All in favour</p> <p>2. Adoption of Code of Conduct It was proposed that the Code of Conduct be adopted.</p> <p>All in favour</p> <p>3. Adoption of Financial Regulations It was proposed that the Financial Regulations be adopted.</p> <p>All in favour</p>	
2019/21	<p>Minutes of the last meeting held on 20th February 2019</p> <p>These were agreed and signed by the Chairman.</p>	
2019/22	Matters arising	

2019/23	<p>Clerk's report</p> <p>The clerk confirmed that Parish Councils are no longer required to be registered with the Information Commissioner's Office.</p>	
2019/24	<p>Correspondence</p> <ul style="list-style-type: none"> • Village Survey – this has been completed and returned to RCC. • Invitation to attend Tree Warden Symposium – invitations to volunteer as Tree Warden were invited, to replace the existing Tree Warden should he wish to step down. • Confirmation of Ridlington Parish Council registration with The Pension Regulator. • LRALC training – it was agreed that Cllrs. Lees and Thatcher would attend Councillor training on 10th June. 	
2019/25	<p>To approve the renewal of annual membership of LRALC and to nominate an attendee to the LRALC AGM 15th June 2019</p> <p>It was proposed that the annual membership of LRALC be renewed. All in favour.</p> <p>It was agreed that Cllr. Johnson would attend the LRALC AGM on 15th June 2019.</p>	
2019/26	<p>Annual review of Clerk's salary and expenses</p> <p>Further to the Internal Audit report, it was proposed that SCP 23 (effective 1st April 2019) be applied to the clerk's salary and that working from home expenses of £14.68 per month be applied.</p>	

2019/27	<p>Finance</p> <p>Bank reconciliation 31st March 2019 Current Account £1719.40 Deposit Account £1223.80 Less unpresented cheque – HMRC £78.20 Total: £2865.00</p> <p>Payments authorised since the last meeting Clerk’s salary December – April £156.23 x 5 HMRC £78.20 All in favour</p> <p>Accounts for payment</p> <p>LRALC £122.44 All in favour</p> <p>The internal audit report was received.</p> <p>Annual Audit</p> <p>1) It was proposed that the Annual Governance Statement 2018/19 be approved. All in favour. This was signed by the Chairman.</p> <p>2) It was proposed that the Accounting Statement 2018/19 be approved. All in favour. This was signed by the Chairman.</p> <p>3) It was proposed that the Certificate of Exemption – AGAR 2018/19 be approved. All in favour. This was signed by the Chairman.</p> <p>4) It was proposed that the Notice of Public Rights 2018/19 be approved. All in favour.</p> <p>Asset register Cllr Thatcher suggested that the valuation placed on the village hall and other village assets was insufficient. It was agreed that these should be reassessed and a valuation undertaken.</p>	
2019/28	<p>Dates for meeting 2019/20</p> <p>The following dates were agreed: Wednesday 18th September 2019 Wednesday 13th November 2019 Wednesday 19th February 2020 Wednesday 13th May 2020</p> <p>The meeting closed at 9.30pm</p>	