

## Minutes of the Annual Meeting of Uffington Parish Council, Monday 9<sup>th</sup> May 2016 at 7.30pm at the Thomas Hughes Memorial Hall

Present: Cllr Simon Jenkins (Chair), Cllr Graham Banks, Cllr Mike Oldnall, Cllr Karen Pilcher, Cllr Fenella Oberman  
Clerk/Finance Officer: Julia Evans

District Councillor:

County Councillor:

Members of the Public: Geoffrey Foster

114/16	<b>ELECTION OF CHAIRMAN:</b> Cllr Oberman proposed Cllr Jenkins. Cllr Oldnall seconded. Cllr Jenkins accepted the position of Chairman and completed the declaration of acceptance of office.	Action
115/16	<b>ELECTION OF VICE CHAIRMAN:</b> Cllr Jenkins proposed Cllr Banks. Cllr Oberman seconded. Cllr Banks accepted the position of Vice-Chairman.	
116/16	<b>REVIEW OF DECLARATIONS OF MEMBERS INTERESTS.</b> There were no changes required to the declarations of members interests.	
117/16	<b>PRESENTATION OF ANNUAL ACCOUNTS:</b> <b>Governance Statement:</b> Cllr Oldnall proposed approving the annual governance statement. Cllr Jenkins seconded. RESOLVED. <b>Annual Return:</b> Cllr Oldnall reported that he had reviewed the end of year accounts, audit report and annual return. He proposed approving the annual return. Cllr Oberman requested that all councillors review the annual return prior to approval. Clerk to circulate to all councillors. <b>Internal Audit Report:</b> The internal audit report was reviewed. Cllr Banks questioned the comment on AOB. It was agreed to change the AOB item to 'Information and Correspondence'. VAT registration was discussed. Parish Councils and Charities can reclaim VAT without being VAT registered. It is not necessary to be VAT registered as income is less than £83,000. Cllr Jenkins and the Clerk to discuss. It was agreed to review at the next meeting.	Clerk  Clerk/SJ
118/16	<b>ANNUAL REVIEWS:</b> <b>Asset Register:</b> Cllr Jenkins has reviewed and updated the asset register. To be sent to Jo Coad and Cllr Pilcher who will review the museum items. It will then be updated and recirculated. Cllr Pilcher questioned why there was a quarterly review of assets and also an annual review. Cllr Jenkins stated that the quarterly review was a general check but the Annual review was a detailed review to be carried out by an expert. <b>Insurance Policy:</b> An updated value for the buildings and contents is required. There appears to be some duplication on building value. Cllr Banks noted that the old school did own some land but that was many years ago. Cllr Pilcher noted that the value of the museum needed to be reassessed. It was agreed to update the policy once the new value was available. Mowers and machinery to be removed from the policy. It was agreed that quotes for insurance should be obtained on the current content values except for those noted above. Clerk to obtain quotes. <b>Contracts and Leases:</b> Register to be updated and recirculated. <b>Burial Fees:</b> Fees have not changed since 2013. Cllr Oberman proposed that no change be made this year. The meeting agreed.	SJ/KP/Jo Coad  Clerk  Clerk
119/16	<b>MEETING DATES:</b> It was agreed that the meeting dates for the forthcoming year should be 2 <sup>nd</sup> Monday of every month including August and December. The website to be updated to reflect this.	Clerk
120/16	<b>DATE OF NEXT ANNUAL MEETING:</b> Monday 8 <sup>th</sup> May 2017.	

The meeting closed at 8pm