

**MINUTES OF A MEETING OF BUSBRIDGE PARISH COUNCIL  
HELD AT KENNEL HOUSE, HAMBLEDON ROAD,  
HYDESTILE, GODALMING GU8 4DE  
ON TUESDAY 28<sup>TH</sup> JUNE 2016**

The meeting was opened at 6pm

**Present:**

Mr John Graves , Chairman  
Mrs Philippa English, Vice Chair  
Mrs Hilary Westwood  
Dr Alison Martin

Mr Michael Dennett , Parish Clerk

**1. Apologies for absence**

Apologies were received from Maxine Long

**2. Minutes of the Council meeting held on 17<sup>th</sup> May 2016.**

The Minutes of the Council meeting and the Annual Meeting were agreed and signed by the Chairman as a true record.

**3. Disclosure of pecuniary and personal interests in any agenda items**

No pecuniary or personal interests were declared.

**4. To receive and approve the Annual Return : year to 31 March 2016**

The Clerk explained the Annual Return in two sections. Firstly the Annual governance statement:

Matters arising were as follows: Councillors agreed that a financial risk assessment should be updated every year and that an asset register should be drawn up. **Clerk to action.**

The Annual governance statement was approved.

Secondly the Accounting Statements for the year to 31 March 2016 were reviewed.

Matters arising were as follows:

Based on a recommendation from the internal audit report it was **resolved that £6000 should be added to an Infrastructure and contingency reserve.**

The Annual Return was approved by the Council.

## **5. Approval of online payments**

The following online payments were approved :

10/6/16 Clerk's May Salary 312.00

16/6/16 Aon UK 233.02 Council insurance

Vouchers and online bank statements were available for inspection.

## **6. Approval of cheque payments**

The following cheque payments were approved and signed:

chq 314 payable to SSALC, new clerks course £90

chq 315 payable to Hascombe PC, share of VT inv £129.31

chq 316 Clerk's Salary – June £312.00

chq 317 Clerk's expenses to 28<sup>th</sup> June 2016 £62.80

## **7. Review of Parish Council Insurance**

The Clerk presented Councillors with a summary of the cover in force. It was noted that the council's noticeboards are not insured against damage including vandalism, fire or accidental damage.

Clerk to obtain insurance quotes regarding the noticeboards.

## **8. Website update**

Progress on completing the website content was reviewed. We have text for the following:

Winkworth Arboretum

Joint Burial Committee

Parish footpaths

Milford Hospital

Text to be received regarding Leonard Cheshire Home and Munstead Wood.

The Clerk suggested that any images relating to the above would be useful for website inclusion.

It was agreed that we should get the website built as soon as possible and once set up, we can add other local interests such as the Wildlife Trust and Stilemans racehorse charity.

## **9. Appointment of Internal Auditor**

It was resolved that Joanna Cadman be appointed the council's internal auditor for the year to 31 March 2017. Proposed by John Graves and seconded by Philippa English.

#### **10. Date of next Meeting**

The date of the next meeting will be Tuesday 13<sup>th</sup> September 2016

Meeting closed 7.20pm