

MINUTES OF DENHAM PARISH COUNCIL
ANNUAL GENERAL MEETING
Held on 10th May 2022 at St John Baptist Church.

Chairman: Councillor Tania Farrow

Email: denhamparishclerk@gmail.com

Present: Cllrs T Farrow, N Farrow, K Jane, D Mc Gregor, W Alcock (Clerk) plus 2 members of the public.

Item	Description
10522-1	To elect the Chair and Deputy Chair for 2022/23 DM nominated TG TF accepted but asked it to be noted that this would be her last year as chair and councillor. NF was nominated and accepted Deputy Chair. Also noted that NF would not be standing as a councillor next year.
10522-2	Apologies for absence: a. Councillors to receive any apologies for absence – all present.
10522-3	Declarations of Interest and Dispensation considerations: a. To receive any Councillors' Interests in subsequent agenda items and to note any additions and/or deletions to the Councils Register of Interest. b. To receive and consider any requests for dispensations. None declared. The Clerk was asked to arrange for copies of declarations of interest form for all Cllrs to review.
10522-4	Co-option of additional Parish Councillors (if any) No candidates were proposed.
10522-5	Minutes of previous meeting: Councillors agreed the minutes of the Parish Council meeting held on 15 February 2022 as a true record of the business conducted. These were signed by the chair and the clerk as a true record.
10522-6	Public Forum: (this section at the Chairman's discretion may last up to 15 minutes): a. To receive reports from the District and County Councillor.

Signed by Chair
Tania Farrow



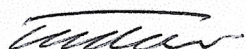
Signed by Clerk
Wendy Alcock



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	<p>District Cllr Hicks verbal report</p> <p>County Cllr Gould was not present but had circulated his report which had been circulated to Cllrs.</p> <p>b. To receive comments or questions on matters of interest from members of the public.</p> <p>No questions raised by members of the public present.</p>
10522-7	<p>Planning:</p> <p>a. To consider any current or new planning applications – none received at time of posting agenda.</p> <p>Nothing to consider.</p>
10522-8	<p>Finance:</p> <p>a. Councillors to approve the finance report for the period ended 30 April 2022 including:</p> <p>I. Bank reconciliations</p> <p>The Clerk read the bank balances, the full report is available in Appendix A.</p> <p>II. Budget to actual payments and receipts</p> <p>TF noted that the budget for the Village Hall was agreed as £230 not £50 as stated. Clerk to amend the spreadsheet.</p> <p>These were note by Council.</p> <p>III. Reserves</p> <p>These were noted by Council.</p> <p>b. Councillors to note receipts since the last meeting.</p> <p>The receipts were noted by Council.</p> <p>c. Councillors to approve payments.</p> <p>The payments as presented were approved by Council. See Appendix B.</p> <p>d. To consider the quotation for replacement of the Parish Clerk's laptop.</p> <p>Two quotations have been received for replacement and support for the Clerk's laptop and systems.</p> <ul style="list-style-type: none"> • Red Dune – Complete installation. • 121 Computers for laptop, O Smith Computer services for install and delivery, Echo Internet for domain setup for email.

Signed by Chair
Tania Farrow



Signed by Clerk
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	<p>After discussion it was agreed to proceed with quotation from Red Dune to give a holistic approach to support. It was noted that the cost of the Office 365 licence and the domain name would be charged to the office expenses budget and not the asset replacement budget as they were on-going costs and not capital.</p> <p>Council agreed to proceed with the quotation from Red Dune for replacement and installation of the lap top.</p>
10522-9	<p>Governance:</p> <p>a. Councillors to approve the Annual Governance and Accountability Return for 2021/22</p> <p>I. Certificate of Exemption – AGAR 2021/22 Form 2 The Certificate of Exemption was approved by Council.</p> <p>II. Annual Governance Statement 2021/22 The Annual Governance Statement was approved by Council.</p> <p>III. Section 2 – Accounting Statements 2021/22 The Accounting Statement was approved by Council.</p> <p>IV. To note the Annual Internal Audit Report 2021/22 for the AGAR and the recommendations made in the detailed report as submitted to Council. The Annual Internal Audit Report for 2021/22 for the AGAR return was noted. Council discussed the recommendation in the full internal report provided by SALC. Agreed to review the recommendations at next Council meeting.</p> <p>b. To discuss MSDC Community Governance Review and make comment if agreed. Noted unsure of what the content of the review is as there was no final outcome to report against. Clerk to request more information from MSDC.</p> <p>c. To agree the Internal Control Statement for the year ending 31st March 2023. The Internal Control Statement for the year ending 31st March 2023 was considered and it was decided to bring the statement back to the next meeting once the changes to the Financial Regulations were reviewed to reflect internet banking arrangements.</p> <p>d. To review and agree the asset register.</p>

Signed by Chair
Tania Farrow



Signed by Clerk
Wendy Alcock



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	<p>The Asset register was agreed by Council. It was noted that a current replacement value was needed for the Village Hall which had been added to the register.</p> <p>e. To review and approve the Council's risk assessment.</p> <p>The risk register was considered and it was decided to bring the paper back to the next meeting once the changes to the Financial Regulations were reviewed to reflect internet banking arrangements.</p> <p>f. To discuss and agreed the procedure for disbursement of Recycling Credits received from MSDC.</p> <p>DPC to retain and earmark to the Village Hall.</p> <p>g. To agree the meeting schedule for 2022/23</p> <p>The proposed meeting schedule for 2022/23 was agreed and would be published on the Council's website.</p>
10522-10	<p>Denham Community Council: To receive an update and consider any action required.</p> <p>KJ gave a report on current activities for Denham Community Council and progress with the Village Hall. Full report shown in Appendix C.</p> <p>TF- MSDC have agreed to release S106 and the community grant funding in a phased approach. Available funds from DCC needs to be passed to DPC in order to pay the balance left after the MSDC have paid 40% of the invoice. Phase 2 estimates are currently £15 more than we have committed so fundraising for this phase will continue.</p>
10522-11	<p>Correspondence:</p> <p>Received from member of the public regarding issues with increasing lorry traffic from Easey Farm. The Chair has responded to inform that the Parish Council are working with the District Council on this matter.</p> <p>TF has emailed Richard Buck that the PC are receiving increased numbers of complaints</p>
10522-13	<p>Any other matters for information, to be noted, or for inclusion on a future agenda.</p> <p>Review and approval of the following documents: -</p> <ul style="list-style-type: none"> • Code of Conduct • Standing Orders • Financial Regulations • Internal Control Statement • Risk Assessment

Signed by Chair
Tania Farrow



Signed by Clerk
Wendy Alcock



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Appendix C

Denham Community Council Report 2021-2022

Since our last AGM in August 2021 the CC has continued with renovation plans and fund raising for Denham Village Hall as well as planning and organising the Queen's Platinum Jubilee celebrations for this June.

I am pleased to report that many Denham neighbours have played a part in supporting both these projects and despite the difficulties that the Pandemic has created local people have continued to support the work of the CC.

Village Hall restoration work

The Village Hall renovation plans have been slow as despite having managed to raise over £65,000 to date, made up of local fund raising events, sales of donated items on Market Place as well as Grant funding, a large proportion of the money accrued has been allocated on the basis of sufficient funds having been raised to complete either part or all of the project before release of promised funds are allowed.

However recent re- negotiation with Grant holders does appear to mean that we will have the go ahead to start stage 1 of 3 stages of planned works to the hall shortly. Stage 1 will involve removal of the asbestos roof and replacement with suitable roofing material, similar to those used at the RFC. Materials have been priced and sourced and more importantly we now have a local builder ready to undertake the work as soon as funds are released.

Further Grant funding applications are continuing to be pursued thanks to the hard work of both Tania Farrow and Derek Drane, as are local fund-raising schemes. Thanks to both Christine and Derek Drane for organising Market place sales as well as thanks to the generosity of local people's donations.

A few neighbours got up super early on Sunday 1st of May and set up stalls at Stonham Barns where we managed to raise approximately £280 in sales of books, brica brac and clothing.

Donated items continue to be sold on Market place and we have a coffee morning at my house on Saturday 2nd July 10-12, All welcome.

Platinum Jubilee Event

The CC has also been planning for the Jubilee celebrations and everyone should have received a recent flyer about this event or seen details on one of the posters put up in the village.

Sadly we are not yet able to use the Village Hall as a venue , apart from for parking but a huge thank you is in order to both Jon and Bex of Greenlands Farm , opposite the VH, for bravely agreeing to host "A Right Royal Garden Party".

This is a free event with refreshments, beer, local musicians and prizes for best dressed royals young and old! And we look forward to enjoying this celebration with all our Denham Neighbours and friends.

If there is anyone who may need a lift to the party please ring me on 07553 164758

Signed by Chair
Tania Farrow



Signed by Clerk
Wendy Alcock



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