

**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD IN TOFT PEOPLES'  
HALL ON MONDAY 11th MAY 2009.**

**PRESENT: Councillors S Roberts; G Norgett; P Hercus & J Betson.**

Item	Content	Action																					
1.	<p><b>ELECTION OF CHAIRMAN</b> Cllr Norgett proposed that Cllr Roberts be elected Chairman of the Council for the local government year 2008/9. This was seconded by Cllr Betson and unanimously <b>RESOLVED</b> Cllr Roberts be duly elected as Chairman to the Council for the local government year 2009-10.</p>																						
2.	<p><b>APOLOGIES</b> Apologies were received from Cllrs C Sinclair and L Jayne.</p>																						
3.	<p><b>APPOINTMENT OF VICE CHAIRMAN</b> Cllr Betson proposed that Cllr Hercus be appointed Vice Chairman of the Council for the local government year 2009/10, Cllr Norgett seconded and it was unanimously <b>RESOLVED</b> to appoint Cllr Hercus as Vice Chairman.</p>																						
4.	<p><b>MINUTES</b> Copies of the minutes of the meeting held on Monday 6th April 2009 (M628) had been circulated. Council <b>RESOLVED</b> that these were a correct record whereupon they were signed by the Chairman.</p>																						
5	<p><b>APPOINTMENT OF COUNCIL REPRESENTATIVES</b> Councillors considered the appointment of representatives of the Council for the following Working Parties and external organisations for the coming local government year and <b>RESOLVED</b> to make the following appointments:</p> <table border="0"> <tr> <td>Toft People's Hall Management Committee</td> <td>Cllr S Roberts</td> </tr> <tr> <td>Parish Paths (P3 Coordinator) &amp; Tree matters</td> <td>Cllr C Sinclair (subject to acceptance)</td> </tr> <tr> <td>Community Safety/Cambridgeshire Constabulary</td> <td>Cllrs J Betson &amp; L Jayne(subject to acceptance)</td> </tr> <tr> <td>Toft Charities</td> <td>Cllr S Roberts.</td> </tr> <tr> <td>Financial Monitoring</td> <td>Cllr P Hercus</td> </tr> <tr> <td>Council property</td> <td>Cllr D Bilsland (subject to acceptance)</td> </tr> <tr> <td>Bonfire Night Working Party</td> <td>Cllrs G Norgett &amp; S Roberts</td> </tr> <tr> <td>Parish Plan/Cambridgeshire Association of Local Councils</td> <td>Cllrs G Norgett &amp; J Betson</td> </tr> </table>	Toft People's Hall Management Committee	Cllr S Roberts	Parish Paths (P3 Coordinator) & Tree matters	Cllr C Sinclair (subject to acceptance)	Community Safety/Cambridgeshire Constabulary	Cllrs J Betson & L Jayne(subject to acceptance)	Toft Charities	Cllr S Roberts.	Financial Monitoring	Cllr P Hercus	Council property	Cllr D Bilsland (subject to acceptance)	Bonfire Night Working Party	Cllrs G Norgett & S Roberts	Parish Plan/Cambridgeshire Association of Local Councils	Cllrs G Norgett & J Betson						
Toft People's Hall Management Committee	Cllr S Roberts																						
Parish Paths (P3 Coordinator) & Tree matters	Cllr C Sinclair (subject to acceptance)																						
Community Safety/Cambridgeshire Constabulary	Cllrs J Betson & L Jayne(subject to acceptance)																						
Toft Charities	Cllr S Roberts.																						
Financial Monitoring	Cllr P Hercus																						
Council property	Cllr D Bilsland (subject to acceptance)																						
Bonfire Night Working Party	Cllrs G Norgett & S Roberts																						
Parish Plan/Cambridgeshire Association of Local Councils	Cllrs G Norgett & J Betson																						
6.	<p><b>FINANCE</b> The Clerk presented the following cheques for signature:</p> <table border="1"> <thead> <tr> <th>Cheque No</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1653</td> <td>CPRE – Annual Subscription</td> <td>£29.00</td> </tr> <tr> <td>1654</td> <td>Mike Gutteridge – Internal Audit</td> <td>£127.50</td> </tr> <tr> <td>1655</td> <td>Staples – Ink</td> <td>£17.14</td> </tr> <tr> <td>1624</td> <td>PJ Whitehead – Grass Cutting</td> <td>£230.00</td> </tr> <tr> <td>1625</td> <td>Toft People's Hall – Rent</td> <td>£10.00</td> </tr> <tr> <td>1626</td> <td>Allianz Insurance PLC – Premium</td> <td>£879.51</td> </tr> </tbody> </table>	Cheque No	Details	Amount	1653	CPRE – Annual Subscription	£29.00	1654	Mike Gutteridge – Internal Audit	£127.50	1655	Staples – Ink	£17.14	1624	PJ Whitehead – Grass Cutting	£230.00	1625	Toft People's Hall – Rent	£10.00	1626	Allianz Insurance PLC – Premium	£879.51	
Cheque No	Details	Amount																					
1653	CPRE – Annual Subscription	£29.00																					
1654	Mike Gutteridge – Internal Audit	£127.50																					
1655	Staples – Ink	£17.14																					
1624	PJ Whitehead – Grass Cutting	£230.00																					
1625	Toft People's Hall – Rent	£10.00																					
1626	Allianz Insurance PLC – Premium	£879.51																					
	<ul style="list-style-type: none"> <li>The Clerk reported that Internal Audit had been completed on the Council's systems of internal control. A copy of the Auditor's report</li> </ul>																						

	<p>had been circulated shortly before the meeting. Several of the recommendations of the auditor made in 2007-8 had not been implemented and this was noted in the report. No review of the effectiveness of the internal audit system had been recorded in the minutes as having been carried out by the Council, despite this being a statement of assurance by the Council in the Annual Return. Quarterly checks had not been carried out as per financial regulations, which further stated that transfers between the Council's accounts required the authorization of the Clerk and a Member, when the Clerk effected transfers alone. Cheque stubs were not always initialed. A draft Risk Management Policy had been provided for possible adoption. It was estimated that PAYE had not been calculated correctly and the Council was advised to ensure that measures were in place to prevent this in future. In connection with comments made in respect of payments to the bus shelter cleaner, Members suggested that the individual concerned was in fact a contractor and not an employee and as such it was not the Council's responsibility to deduct earnings tax. In conclusion, it was</p> <p><b>RESOLVED</b> to consider the recommendations of the Internal Auditor at the Council's next meeting, when a report would also be presented by the Clerk on interim action taken to address the matters raised.</p> <ul style="list-style-type: none"> <li>The Clerk advised that the date for external audit of the accounts for the year ended 31<sup>st</sup> March 2009 would be 19<sup>th</sup> June 2009, following an inspection period between 21<sup>st</sup> May and 18<sup>th</sup> June 2009, public notice of which had been posted locally. It was therefore</li> </ul> <p><b>RESOLVED</b> to receive and consider at the Council's meeting in June the Council's Accounts and the Annual Return in respect of the year ended 31<sup>st</sup> March 2009.</p> <p>Councillor Norgett mentioned under this item that a quotation in the amount of £120 had been received by the Parish Plan Steering Group in connection with the provision of professional editing services. He considered that this was underestimated and that the eventual cost was more likely to be £240. Members considered that there was sufficient authorized budgetary provision to meet with this expense and to await further reports with interest.</p>	
7.	<p><b>DATE AND AGENDA OF NEXT MEETING</b></p> <p>At the next meeting, the date of which was 1<sup>st</sup> June 2009, it was agreed that Affordable Housing Proposals; the Comberton Village College Travel Plan; and the Annual Litter Pick should all be included on the agenda.</p>	