

**MAYFIELD PARISH COUNCIL**  
**ANNUAL MEETING OF THE PARISH COUNCIL**

**Minutes of Mayfield Parish Council held on Tuesday 31st May 2022  
at The Church Rooms, Mayfield upon the rise of the Annual Parish Meeting.**

Present: Cllr. J. Watson – Chairwoman, Cllr. C. Allen, Cllr. S. Bridgett, Cllr. P. Brown, Cllr. A. Golding, Cllr. J. Kennedy, Cllr. G. Moodie

**Also present:** Mrs Anne L. Wilson – Locum Parish Clerk  
8 Members of the public (several of whom left before the end of the meeting)

**1/2022 Chairwoman's Welcome**

The Chairman welcomed Councillors and residents to the meeting.

**2/2022 Apologies for absence**

**RESOLVED** to receive apologies of absence for this meeting from:

- Cllr. S. Croll

**3/2022 Election of Chair**

**RESOLVED** to elect Councillor Janet Watson as Chairwoman of Mayfield Parish Council for the year 2022/2023. Proposed Cllr Moodie, seconded Cllr Boura, 6 votes for 1 against (Cllr Golding)

The incoming Chairwoman was asked to sign her Declaration of Acceptance of Office.

**4/2022 Election of Vice-Chair**

**RESOLVED** to confirm that the Parish Council would not have a Vice-Chair for this municipal year. Comment was made that it was an opportunity for the new Parish Councillors to learn about their role, the Council and current issues and interests and the Council would consider a Vice-Chair at the appropriate time. Proposed Chair, seconded Cllr Bridgett, unanimous vote.

**5/2022 Declarations of Interest.**

**RESOLVED** to note that there were no declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

**6/2022 Public Question Time and Participation**

There were no public questions as one resident was again reminded by the Chairwoman that the Council only allowed questions relevant to matters on the agenda. This was confirmed by the Clerk.

**7/2022 Committees**

Members were reminded that if they wish to set up any committees then this should be done at the Annual Meeting.

Full Council can designate Working Groups to deal with specific items and report back to Full Council.

**RESOLVED** that no Committees would be appointed but working groups where there were Councillor representatives or specific interest groups which would continue, such as traffic management, allotments, Seniors' activities and those for conservation/heritage and the Clear Up project. Cllr Golding asked how a cllr might become involved with any particular group and the Chairman indicated

that it would be informally arranged via the nominated “lead”. Proposed Cllr Boura, seconded Cllr Bridgett, approved.

### **8/2022 Schedule of Meetings**

**RESOLVED** to confirm the following schedule of Parish Council meetings, all at 7.00 p.m.

- Tuesday 12th July 2022
- Tuesday 13th September 2022
- Tuesday 11th October 2022
- Tuesday 8th November 2022
- Tuesday 10th January 2023
- Tuesday 14th March 2023
- Tuesday 8th May 2023 (Annual Parish Meeting at 7 p.m. followed by Annual PC Meeting)

Members noted that the meetings have changed to a Tuesday to help the new Locum Clerk.

Cllr. Golding asked that the Parish Council meeting return to being held at the Memorial Hall. The Chairwoman said that she felt that the current venue was more appropriate and was convenient.

**RESOLVED** that the meetings remain in the Church Rooms. Proposed Cllr Allen, seconded Cllr Moodie. Five for, one against (Cllr Golding), one abstention (Cllr Boura).

### **9/2022 Council Policies**

**RESOLVED** to note that the Standing Orders and Financial Regulations of Mayfield Parish Council were approved at the Parish Council meeting held in January 2022 and all other policies were reviewed and approved at the same time. New policies will be reviewed at the anniversary of their approval.

### **10/2022 Insurance**

RESOLVED to note that the Parish Council insurance had been renewed with Zurich Insurance at a cost of £410.67 for a three-year agreement.

### **11/2022 Internal Audit**

**RESOLVED** to receive and accept the report from the Internal Auditor, noting any comments made and where necessary agree a way forward.

**RESOLVED** that Members accepted the recommendation of the Internal Auditor who had agreed that the restricted fund of £4,890.77 be released back into general funds, leaving a General Reserve of £10,000, plus earmarked project funding.

Proposed Cllr Bridgett, seconded Cllr Allen, unanimous vote.

### **12/2022 Finance**

#### **i) Accounts for payment**

**RESOLVED** to agree that the following payments be made:

- payments have been made in between meetings:

Jarad Clarke salary litter picking £91.80

St. Joh the Baptist Church Meeting Room Hire April £25.00

Graham Woodhouse £108.75

Graham Hayward-Moodie Reimburse for De-Fib Pads £34.27

Zurich Insurance New Policy for PC cover £410.67

**ii) Bank Accounts**

**RESOLVED** to note that the following balances are on the account at year end:

- £28,717.08

**iii) End of Year Accounts**

**RESOLVED** to confirm the following:

- i) End of Year Accounts
- ii) Annual Return
- iii) Annual Governance Statement – each section of this was read out by the Chairman and Members were asked to confirm each statement.

**13/2022 Internal Auditor**

**RESOLVED** to defer the decision to appoint an Internal Auditor until the meeting of the Parish Council due to be held in July 2022.

**14/2022 Asset Register**

**RESOLVED** to note that the Asset Register was reviewed and approved along with all Statutory Documents and policies in January 2022.

**15/2022 Next Meeting of Mayfield Parish Council**

**RESOLVED** to note that the next meeting of Mayfield Parish Council will be held on Tuesday 12<sup>th</sup> July 2022 at 7.00 p.m. in the Church Rooms, Mayfield.

**Signed .....** **Date .....**

**Chairwoman**