

BRADFORD PEVERELL PARISH COUNCIL

SEPTEMBER 2024 MEETING

Held in the Village Hall on Tuesday 5th September 2024

Starting at 6:00pm

MINUTES

In attendance:

Bradford Peverell Parish Councillors

Gloria Towner - Chairman (GT)

Neil Howard (NH)

Jon Desborough (JD)

Paul Meaden (PM)

Terry Bishop (TBi)

Brenda Edwards (BE)

Bradford Peverell Parish Council (BPPC) Officer

Clerk — Christopher Cook (CJC)

BPPC Representatives-

Tess Buck - Village Hall (TBu)

Colin Hawkins

Apologies for absence:

Colin Chapman (CCh)

David Taylor (DT)

Internal Auditor

Paula Harding (PH)

1. The Vice-Chairman welcomed all those present and outlined the primary purpose of the meeting. For this particular meeting, that purpose was to receive a verbal report and clarification thereof from the Internal Auditor (PH). This would also involve questions from the Councillors to PH. The objective was to arrive at a clear understanding of how to develop and/or initiate procedures and regulations to ensure best practice in the management and conduct of BPPC.
2. Apologies for absence were noted for Colin Chapman and David Taylor.
3. There being no members of the public present, there were no matters arising under the Open Session.
4. The minutes of the meeting of 2nd July 2024 were agreed as an accurate record and were duly signed by GT.
5. No matters arising from the minutes of 2nd July were raised.
6. PH went through the Internal Audit report in some detail, explaining not only the comments she had made but also the reasons for those comments. There were many questions from individual councillors and PH answered each one in a most helpful and informative manner. This item took the meeting through until after 19:30.
The eventual outcome from this item was that TBi agreed to produce and circulate documents covering:
Standing Orders
Risk Register
Publication Scheme
In turn, CJC would produce Financial Regulations and edit them to ensure there was no contradiction with or duplication of content in the Standing Orders.
All these policy documents would then be circulated to councillors.
An additional meeting would then be held to go through the Standing Orders, Risk Assessment and Register, Publication Scheme and Financial Regulations.

In light of the time, it was agreed to limit the rest of the meeting to just items 9, 10 and 11 from the original agenda.

8. PM reminded councillors that the annual report on the playground had been received and that an action plan is required. The action plan will be discussed at the November meeting if not agreed beforehand. Both the report and the action plan can then be published.
9. Correspondence had been received from Sylvia Denning about raising awareness of the BPPC's existence and activities. It was agreed to defer discussion of this to the January 2025 meeting.
10. In response to the council's invitation to 3 organisations to tender for maintaining the Jubilee and Millennium Fields, one had declined to quote and the other two had quoted a price within

£200 of each other. The contract was awarded to Dorset Council for a number of reasons, not least being the fact that BPPC would not be dependent upon an individual.

11. The payments listed in the agenda for payment were unanimously authorised.
13. PM advised that Steve Morgan is still keen to become a councillor. It was agreed that he would be invited to the next meeting at which he would be proposed for co-option.
14. The next meeting will be on Tuesday November the 5th 2024 at 6 p.m. in the Village Hall.