

STOKE ST MICHAEL ANNUAL COUNCIL MEETING
Minutes from the meeting held on 19th May 2022 in the War Memorial Hall

1. Election of Chair

(a) To elect the Chair for the forthcoming year

Cllr Amanda Taylor proposed Cllr Keith Hambly as Chair for the forthcoming year, this was seconded by Cllr John McEntee. The role was accepted and unanimously agreed.

(b) The Chair to sign the Declaration of Office Form

Cllr Keith Hambly signed the Declaration of office form as Chair for the forthcoming year.

2. Election of Vice-Chair

(a) To elect the Vice-Chair for the forthcoming year

Cllr Nick Corbett proposed John McEntee as Vice Chair, this was seconded by Matthew Rice. The role was accepted and unanimously agreed.

3. Present

Cllrs Matthew Rice, Amanda Taylor, Keith Hambly, Nick Corbett and John McEntee

4. Apologies

All Councillors were present

5. Banking Arrangements

(a) To agree the 'banking arrangements' for the year and to agree any changes to the nominated signatories

The Council **RESOLVED** to keep the current bank signatures so no changes are required.

6. To confirm that the Parish Council are Custodian Trustees of the War Memorial Hall and the Community Playing Field

The Council confirmed that the Parish Council are Custodian Trustees of the War Memorial Hall and the Community Playing Field.

7. Insurance Cover

(a) Agree Annual Insurance

The Council are currently in a three-year deal with the insurance company

(b) Agree payment of Annual Insurance – annual premium £397.25

The Council **RESOLVED** to pay the annual premium of £397.25

8. Asset Register

(a) To approve the Asset Register

Following a brief discussion, the Asset Register requires updating, this will be brought back to the next meeting.

9. Risk Assessment

(a) To approve the Annual Risk Schedule

The Council reviewed and approved the Annual Risk Schedule

10. Policies

(a) To review and adopt the Standing Orders

The Council reviewed and adopted the Standing Orders

(b) To review and adopt the Financial Regulations

The Council reviewed and adopted the Financial Regulations

(c) To review and adopt the Child Protection and Safeguarding Policy

The Council reviewed and adopted the Child Protection and Safeguarding Policy

(d) To review and adopt the Grants Policy

The Council reviewed and adopted the Grants Policy

(e) To review and adopt the Volunteer Policy

The Council reviewed and adopted the Volunteer Policy

- (f) To review and adopt the Dispensation Policy**
The Council reviewed and adopted the Dispensation Policy
 - (g) To review and adopt the Code of Conduct**
The Council reviewed and adopted the Code of Conduct
 - (h) To review and adopt the Health and Safety Policy**
The Council reviewed and adopted the Health and Safety Policy
 - (i) To review and adopt the Email Contact Privacy Notice**
The Council reviewed and adopted the Email Contact Privacy Notice
 - (j) To review and adopt the Publication Scheme**
The Council reviewed and adopted the Publication Scheme
 - (k) To review and adopt the Public Participation Policy**
The Council reviewed and adopted the Public Participation Policy
 - (l) To review and adopt the Freedom of Information Policy**
The Council reviewed and adopted the Freedom of Information Policy
 - (m) To review and adopt the Data Protection Policy**
The Council reviewed and adopted the Data Protection Policy
 - (n) To review and adopt the Social Media Policy**
The Council reviewed and adopted the Social Media Policy
 - a. Confirmation the Parish Clerk is the nominated “Webmaster” to maintain and update the Parish Council Website**
The Council confirmed that the Parish Clerk is the nominated “Webmaster” to maintain and update the Parish Council website.
- 11. Confirm and agree Dates of Future Meetings for the following year**
Dates were agreed and confirmed for the following year
- 12. Councillors Interests/Responsibilities**
- (a) Climate Change** Cllr Amanda Taylor
 - (b) Planning** Cllr Amanda Taylor
 - (c) Finance** Cllrs Keith Hambly and John McEntee
 - (d) Highways** Cllrs Keith Hambly and Nick Corbett
 - (e) Footpaths** Cllr Matthew Rice
 - (f) Quarry Liaison** Cllrs Matthew Rice and Amanda Taylor
 - (g) Representative on the committee for the Community Playing Field** Cllrs Keith Hambly and Amanda Taylor
 - (h) Representative on the committee for the War Memorial Hall** Cllr Nick Corbett
- 13. Accounts for the Year Ending 31st March 2022**
- (a) Note the Annual Internal Audit Report from the Internal Auditor**
The Council noted the Report from the Internal Auditor
 - (b) To approve the Annual Governance Statement of 2021/2022 of the Annual Return**
The Council approved the Annual Governance Statement of 2021/2022 of the Annual Return
 - (c) To approve the Accounting Statement 2021/2022 of the Annual Return**
The Council approved the Accounting Statement 2021/2022 of the Annual Return
 - (d) Notice of Public Rights and Publication of Annual Governance & Accountability Return**
The Notice of Public Rights and Publication of Annual Governance and Accountability Return will run from Monday 13th June 2022 until Friday 22nd July 2022.

(e) To confirm that the Parish Clerk is also the Responsible Finance Officer.
The Council confirmed that the Parish Clerk is also the Responsible Finance Officer

Next Annual Council Meeting **Thursday 25th May 2023**

Meeting closed 8.10pm