

STOKE ST MICHAEL ANNUAL COUNCIL MEETING
Minutes from the meeting held on 25th May 2022 in the school Hall
starting at 7.48pm

1. Election of Chair

(a) To elect the Chair for the forthcoming year

Cllr Amanda Taylor proposed Cllr Keith Hambly be elected as the Chair of the Parish Council for the forthcoming year, this was seconded by Cllr Anna Mearns and unanimously agreed.

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

Cllr Keith Hambly as Chair of the Parish Council signed the Declaration of Office Form.

2. Election of Vice-Chair

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

Cllr Anna Mearns proposed John McEntee as Vice Chair for the forthcoming year, this was seconded by Cllr Simon Collins and unanimously agreed.

3. Present

Cllrs Simon Collins, Amanda Taylor, Keith Hambly, Anna Mearns, Nick Corbett, Peter Rhodes, John McEntee.

4. Apologies

No apologies had been received; Cllr Matthew Rice was absent.

5. Banking Arrangements

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

The Council **RESOLVED** that no changes were required to the banking arrangements for the year.

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 **RESOLVED** to renew a three-year long-term understanding (LTU) with BHIB Insurance Company, the LTU will finish in May 2026

(b) Agree payment of Annual Insurance

The Council **RESOLVED** to agree the annual payment of £433.23

8. Risk Assessment

(a) To approve the Annual Risk Schedule

The Council **RESOLVED** to approve the Annual Risk Schedule.

(b) To approve the Risk Assessment for Public Areas owned by the Parish Council

This was deferred to the next meeting.

(c) To approve the Risk Assessment for the Millennium Green and the Lychgate

The Council **RESOLVED** to approve the Risk Assessment for the Millennium Green and the Lychgate.

9. Policies

- (a) To review and adopt the Standing Orders
- (b) To review and adopt the Financial Regulations
- (c) To review and adopt the Child Protection and Safeguarding Policy
- (d) To review and adopt the Grants Policy
- (e) To review and adopt the Volunteer Policy
- (f) To review and adopt the Dispensation Policy
- (g) To review and adopt the Code of Conduct
- (h) To review and adopt the Equal Opportunities Policy
- (i) To review and adopt the Health and Safety Policy
- (j) To review and adopt the Email Contact Privacy Notice
- (k) To review and adopt the Publication Scheme
- (l) To review and adopt the Public Participation Policy
- (m) To review and adopt the Freedom of Information Policy
- (n) To review and adopt the Data Protection Policy
- (o) To review and adopt the Social Media Policy
 - a. Confirmation the Parish Clerk is the nominated “Webmaster” to maintain and update the Parish Council Website

The Council **RESOLVED** to approve all the policies named above apart from the Social Media Policy which was deferred to the next meeting. The Council also **CONFIRMED** the Parish Clerk is the nominated “Webmaster” to maintain and update the Parish Council Website.

10. Confirm and agree Dates of Future Meetings for the following year

Following a slight amendment, the Council **RESOLVED** to agree the dates of Future Parish Council meetings for the next eighteen months.

11. Confirm the rota for the monthly Checking of the Lychgate and Millennium Green

Following a slight amendment, the Council **CONFIRMED** the rota for the monthly checking of the Lychgate and Millennium Green.

12. Councillors Interests/Responsibilities

- (a) **Climate Change** Cllrs Amanda Taylor and Anna Mearns
- (b) **Planning** Cllr Amanda Taylor
- (c) **Finance** Cllr Keith Hambly
- (d) **Highways** Cllrs Peter Rhodes and Simon Collins
- (e) **Footpaths** This was deferred to the next meeting
- (f) **Quarry Liaison** Cllrs Amanda Taylor and Simon Collins
- (g) **Representative on the committee for the Community Playing Field**
Cllrs Amanda Taylor and Keith Hambly
- (h) **Representative on the committee for the War Memorial Hall** Cllr Nick Corbett

13. Accounts for the Year Ending 31st March 2023

- (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 2022/2023 of the Annual Return**
The Council **RESOLVED** to approve the Annual Governance Statement of 2022/23 of the Annual Return.
- (c) **To approve the Accounting Statement 2022/2023 of the Annual Return**
The Council **RESOLVED** to approve the Accounting Statement 2022/2023 of the Annual Return.

(d) Notice of Public Rights and Publication of Annual Governance & Accountability Return

The Notice of Public Rights and Publication of the Annual Governance and Accountability Return will run from Monday 5th June 2023 until Friday 14th July 2023.

(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 9th May 2024

Meeting closed 8.20pm