

STOKE ST MICHAEL ANNUAL COUNCIL MEETING
Minutes from the meeting held on 9th May 2024 in the War Memorial Hall
starting at 8.00pm

1. Election of Chair

(a) To elect the Chair for the forthcoming year

Cllr Simon Collins proposed Cllr John McEntee to be elected as the Chair of the Parish Council for the forthcoming year, this was seconded by Cllr Peter Rhodes and unanimously agreed.

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

Cllr John McEntee 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 Amanda Taylor proposed Cllr Keith Hambly as Vice Chair for the forthcoming year, this was seconded by Cllr Simon Collins and unanimously agreed.

3. Present

Cllrs Simon Collins, Amanda Taylor, John McEntee, Keith Hambly, Peter Rhodes and Matthew Rice.

4. Apologies

Cllr Anna Mearns

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 Parish Council renewed a three-year long-term understanding (LTU) with BHIB Insurance Company (now Clear Insurance Company), this will finish in May 2026

The Council noted that the Parish Council are still within a three-year long-term understanding which expires in May 2026

(b) Agree payment of Annual Insurance – The quote for 2024-2025 is £471.93, this is an increase of £38.70 on last year.

The Council **RESOLVED** to agree the annual payment of £471.93

8. Risk Assessment

(a) To approve the Annual Risk Schedule

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

9. Policies

(a) To review and adopt the Standing Orders

The Council **RESOLVED** to approve the Standing Orders

(b) To review and adopt the Financial Regulations

The Council **RESOLVED** to approve the Financial Regulations, an updated version has recently been published, these will be approved in the coming months.

(c) To review and adopt the Code of Conduct

The Council **RESOLVED** to adopt the Code of Conduct.

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

Following a slight amendment the Council **RESOLVED** to approve the dates for Parish Council Meetings until September 2025

11. Councillors Interests/Responsibilities

- (a) **Climate Change** Cllr Amanda Taylor
- (b) **Planning** Cllrs Amanda Taylor and Simon Collins
- (c) **Finance** Cllr Keith Hambly
- (d) **Highways** Cllrs Simon Collins and Peter Rhodes
- (e) **Footpaths** Cllr Matthew Rice
- (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 John McEntee
- (i) **Representative on the Local Community Networks**
Cllr Simon Collins

12. Accounts for the Year Ending 31st March 2024

- (a) **Note the Internal Audit Report from the Internal Auditor**
The Council **NOTED** the Internal Audit Report from the Internal Auditor
- (b) **To approve the Annual Governance Statement of 2023/2024 of the Annual Return**
The Council **RESOLVED** to approve the Annual Governance Statement 2023/2024 of the Annual Return.
- (c) **To approve the Accounting Statement 2023/2024 of the Annual Return**
The Council **RESOLVED** to approve the Accounting Statement 2023/2024 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 will run from Monday 3rd June 2024 until Friday 12th July 2024
- (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 8th May 2025**

Meeting closed 8.20pm