

STOKE ST MICHAEL ANNUAL COUNCIL MEETING
Minutes from the meeting held on 8th May 2025 in the War Memorial Hall
starting at 8.10pm

1. Election of Chair

(a) To elect the Chair for the forthcoming year

Cllr Anna Mearns proposed Cllr John McEntee to be elected as the Chair of the Parish Council for the forthcoming year, this was seconded by Cllr Matthew Rice 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 Anna Mearns proposed Cllr Dan White as Vice Chair for the forthcoming year, this was seconded by Cllr Simon Collins and unanimously agreed.

3. Present

Cllrs Simon Collins, Dan White, John McEntee, Amanada Taylor, Matthew Rice, Keith Hambly, Phil Howard, and Anna Mearns.

4. Apologies

Cllr Peter Rhodes

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. To note Stoke St Michael Parish Council is not eligible for adopting the General Power of Competence as two thirds of the Councillors were not elected at the elections held in 2022, although there is a qualified Clerk.

The Council **NOTED** that Stoke St Michael Parish Council is not eligible for adopting the General Power of Competence as two thirds of the Councillors were not elected at the elections held in 2022, although there is a qualified Clerk.

8. Insurance Cover

(a) Agree payment of Annual Insurance – The quote for 2025-2026 is £581.55, this is an increase of £109.62 on last year.

The Council are within a three year long term with Clear Insurance Company but there is no penalty if the Council leaves early as this is the last year. Quotes are still waiting to be received so the decision will be made over email and ratified at the next meeting.

9. Risk Assessment

(a) To approve the Annual Risk Schedule

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

10. Policies**(a) To review and adopt the Standing Orders**

The Council **RESOLVED** to approve the NALC 2025 version of the Standing Orders but keeping section 3.i "A person shall raise his hand when requesting to speak" instead of having to stand.

(b) To review and adopt the Financial Regulations

The Council **RESOLVED** to approve the latest version of the Financial Regulations.

(c) To review and adopt the Code of Conduct

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

11. 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 2026

12. 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 Phil Howard

(i) Representative on the Local Community Networks

Cllr Simon Collins Anna Mearns

13. Accounts for the Year Ending 31st March 2025**(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 2024/2025 of the Annual Return

The Council **RESOLVED** to approve the Annual Governance Statement 2024/2025 of the Annual Return.

(c) To approve the Accounting Statement 2024/2025 of the Annual Return

The Council **RESOLVED** to approve the Accounting Statement 2024/2025 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 Tuesday 3rd June 2025 until Monday 14th July 2025

(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.

Meeting closed 8.33pm

Next Annual Council Meeting **14th May 2026**