Grindon and Thorpe Thewles Parish Council

Minutes of the Annual Parish Council Meeting were held on Tuesday 13th May 2025 at 7.00 pm in Grindon Parish Hall, Thorpe Thewles.

Present: Cllrs Gillson (chair), Hamblett, McGee and Rees

In Attendance: C Chapman, Clerk

1. **Election of Chair:** Cllr Michelle Davies was nominated by Cllr Gillson and seconded by Cllr Hamblett and was unanimously elected.

2. **Election of Vice-Chair:** Cllr Jeff Gillson was nominated by Cllr McGee and seconded by Cllr Rees and unanimously elected.

3. **Acceptance of Offer Forms:** Not required as individuals continuing in roles

4. **Declarations of Interest:** None made.

5. **Apologies for Absence**: Apologies from Cllr Davies and Cllr Moffat were noted and accepted.

6. **Formation of Sub-Committees**:
   (i) ***Maintenance Committee*** **–** Cllrs Gillson was elected as Chair, with other councillors assisting as required.
   (ii) ***Personnel Committee*** **–** Cllrs Gillson, McGee and Rees elected, Cllr Gillson chairs automatically as per the Terms of Reference of this committee.
   (iii) ***Social Activities Committee*** **–** Cllr Gillson, McGee and Rees elected, Cllr Gillson appointed as Chair.

   Cllr Gillson queried whether co-option of an individual for a short term to provide cover for current absences was appropriate. Councillors agreed and will speak to potential candidates. It was **agreed** posting on local Facebook would be suitable.

7. **Adoption of Standing Orders & Financial Regulations.** The existing Standing Orders and Financial Regulations with a small amendment reflecting the change in bank and on-line authorisation of payments.

8. **Adoption of Policies.** The existing Policies were adopted, subject to an annual review process.

9. **Annual Accounts.** The Clerk advised the accounts had been submitted to the April meeting and were currently being audited.

10. **Banking Arrangements**: The bank change from Lloyds to Unity Bank actioned last year was noted. It was agreed to continue using the Unity Bank.

11. **Asset Register:** Register of Assets, at 1 April 2025 was provided by the Clerk. It was noted the register had been updated for disposals and acquisitions during 2024/25. Cllr Gillson

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noted the 8 village planters are not included. **Resolved** for clerk to add these. Councillors accepted the assets listed would then be correct.

12. **Risk Register:** It was resolved to accept the Risk Register dated May 20254. Councillors noted risk scores were low due to mitigation actions put in place.

13. **Insurance Cover**: The renewal quote from the existing insurer was noted and approved. It was **resolved** for the clerk to accept the quote.

14. **Annual Governance and Accountability Return (AGAR):** The draft AGAR was provided at the April meeting. The AGAR will be completed post audit and reported to the June meeting.

15. **Appointment of Internal Auditor**: It was noted that Jayne Steele, a local resident, had responded to posts seeking an auditor. Jayne is currently auditing the accounts.

    Meeting closed at 7.25pm.

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