Grindon and Thorpe Thewles Parish Council

Minutes of the Annual Parish Council Meeting held on Tuesday 10th May 2022 at 6.30 pm in Grindon Parish Hall, Thorpe Thewles.

Present: Cllrs Davies, Gillson, Lowson, Rees and Williams

In Attendance: M. Ireland, Clerk, R. Moffatt

Cllr L. Williams submitted her resignation, due to health concerns.

1. **Election of Chair:** Cllr Michelle Davies was nominated by Cllr Gillson and seconded by Cllr Rees and was unanimously elected. Cllr Davies signed the Acceptance of Office form.

2. **Election of Vice-Chair:** Cllr Jeff Gillson was nominated by Cllr Rees, seconded by Cllr Davies and unanimously elected. Cllr Gillson signed the Acceptance of Office Form.

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

4. **Apologies for Absence**: None

5. **Formation of Sub-Committees**:
   (i) ***Village Improvement and Maintenance Committee –*** Cllrs Gillson and Lowson elected, with Cllr Gillson in the Chair
   (ii) ***Personnel Committee –*** Cllrs Gillson and Rees elected, Cllr Gillson chairs automatically as per the Terms of Reference of this committee.
   (iii) ***Social Activities Committee –*** Cllr Gillson agreed to act as temporary Chair until another member agreed to take on the role, Cllr Rees to join.

6. **Annual Accounts:** The Clerk informed that the accounts had not yet been audited, due to the Internal Auditor being on holiday. It was expected the accounts would be audited before the June Meeting. The Receipts & Payments Account and Balance Sheet, as produced by the Clerk/RFO, were approved, subject to the agreement of the Internal Auditor.

7. **Banking Arrangements**: It was **resolved** to remain with Lloyds Bank with Cllrs. Davies, Gillson and Rees as signatories to the account. Cllr Williams to be removed as a signatory. **Action:** Clerk to inform bank of removal of Cllr Williams as signatory.

8. **Asset Register:** Register of Assets, dated 31st March 2022 – Councillors accepted the assets listed were correct, but noted the Laptop/Printer and associated software were now located at Grindon Parish Hall. Cllr Rees queried if the land was transferred to the new name of the Parish Council. **Action:** Clerk to amend Asset Register as required.

9. **Risk Register:** It was resolved to accept the Risk Register dated 1st April 2022.

10. **Insurance Cover**: The Clerk informed that she had submitted an up-to-date list of assets to Zurich in advance of the annual quotation for cover. It was **resolved** to accept the insurance cover provided by Zurich at a premium of £377.25.

11. **Annual Governance and Accountability Return (AGAR):** As the accounts had yet to be audited, the Clerk proposed the completion of the AGAR be postponed to the June Meeting. **Unanimously agreed**.

12. **Responsible Financial Officer**: It was **resolved** that the Clerk be the RFO for the year 2022-2023.

13. **Appointment of Internal Auditor**: It was **resolved** to appoint Mrs. Marion Dobson as Internal Auditor for the accounting year 2022-23.

    Meeting closed at 6.59pm.