Grindon and Thorpe Thewles Parish Council

Minutes of the Annual Parish Council Meeting were held on Tuesday 12th May 2026 at 8.00 pm in Grindon Parish Hall, Thorpe Thewles.

Present: Cllrs McGee (chair), Hamblett, Hogg, Moffat and Rees

In Attendance: C Chapman, Clerk; 2 residents

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

2. **Election of Vice-Chair:** Cllr Jeff Gillson was nominated by Cllr Rees and seconded by Cllr Hamblett 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 Gillson were noted and accepted.

6. **Formation of Sub-Committees**:
   (i) ***Maintenance Committee –*** Cllrs Gillson (Chair) and Cllr Hamblett were elected, 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, Hogg, McGee and Rees elected, Cllr Gillson appointed as Chair.

7. **Adoption of Standing Orders & Financial Regulations.** The existing Standing Orders and Financial Regulations were adopted, with a small amendment to remove reference to 'motions' as the council does not operate in that manner.

8. **Adoption of Policies.** The existing Policies with the proposed changes identified in the 'Review of Policies – May 2026' document were adopted.

9. **Annual Accounts.** The Clerk advised the accounts had been submitted to the April meeting and were to be audited the following week.

10. **Banking Arrangements**: It was noted Unity Bank were appointed in 2024. It was agreed to continue using the Unity Bank. The need for additional 'authorisers' was noted and was to be actioned.

11. **Asset Register:** It was resolved to accept **the** Register of Assets, dated April 2026.

12. **Risk Register:** It was resolved to accept the Risk Register dated May 2026. Councillors noted risk scores were low due to mitigation actions put in place. Cllr Rees queried if the low-risk ratings would be challenged. The clerk advised Councillors should review and ensure they

were comfortable with ratings and that the risk register was subject to audit on a sample basis.

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 again volunteered to audit the accounts.

16. **Any other Issues**: The Chair asked if there was anything else required as part of the Annual Meeting. The clerk advised the agenda represented guidance for parish councils, and advised Councillors should ensure they had sufficient information to provide assurance the parish council was appropriately administered, governed and managed.

Meeting closed at 8:15pm.