Grindon and Thorpe Thewles Parish Council

Minutes of the Annual Parish Council Meeting were held on Tuesday 14th May 2024 at 7.30 pm in Grindon Parish Hall, Thorpe Thewles.

Present: Cllrs Gillson, Hamblett, McGee, Moffat and Rees

In Attendance: C Chapman, Clerk; 1 resident

1. **Election of Chair:** Cllr Michelle Davies was nominated by Cllr Gillson and seconded by Cllr McGee 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:** Cllrs Gillson signed the Acceptance of Office form; Cllr Davies will sign at later date.

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

5. **Apologies for Absence**: Cllr Davies absence (Covid) was noted and accepted.

6. **Formation of Sub-Committees**:
   (i) ***Maintenance Committee –*** Cllrs Gillson was elected as Chair, Cllr Moffat also appointed upon the committee, 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 McGee appointed as Chair.

7. **Adoption of Standing Orders & Financial Regulations.** The existing Standing Orders and Financial Regulations were adopted, subject to an annual review process.

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

9. **Annual Accounts.** The Clerk informed that the accounts had not yet been audited, pending approval to proceed from this meeting. It was expected the accounts would be audited before the June Meeting. The draft accounts and AGAR as produced by the Clerk/RFO, were approved, subject to the agreement of the Internal Auditor.

10. **Banking Arrangements**: The prior decision to move from Lloyds to Barclays was noted. The clerk expects this to be completed next month.

11. **Asset Register:** Register of Assets, dated 31st March 2024 was provided by the Clerk. It was noted the register had been updated earlier to include the new planters and water barrel. Councillors accepted the assets listed were correct.

12. **Risk Register:** It was resolved to accept the Risk Register dated May 2024, accepting the revised risk scores proposed.

13. **Insurance Cover**: The Clerk informed that he 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 £429.66, last year was £401.17.

14. **Annual Governance and Accountability Return (AGAR):** The draft AGAR was noted and approved, subject to Audit. The clerk to report the audited position at the June meeting.

15. **Appointment of Internal Auditor**: It was **resolved** to appoint Mrs. Marion Dobson as Internal Auditor for the audit of the 2023-24 accounts and AGAR. It was **resolved** for the clerk to suggest alternative Internal Auditor following Marion's decision to step down.

    Meeting closed at 7.50pm.