Grindon and Thorpe Thewles Parish Council

Minutes of the Annual Parish Council Meeting held on Tuesday 9th May 2023 at 6.30 pm in Grindon Parish Hall, Thorpe Thewles.

Present: Cllrs Davies, Gillson, McGee and Rees

In Attendance: C Chapman, Clerk; 3 Residents

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

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

3. **Acceptance of Offer Forms:** Cllrs McGee and Rees signed the Acceptance of Office form.

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

5. **Apologies for Absence**: None

6. **Formation of Sub-Committees**:
   (i) ***Maintenance Committee –*** Cllrs Gillson was elected as Chair, further appointments were deferred pending appointment of 2 further councillors upon the Parish Council.
   (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, due to the Internal Auditor having had a recent family bereavement and Covid. It was expected the accounts would be audited before the June Meeting. The 'Financial Transactions 2022/23 Year End Reconciliation' and Receipts & Payments Account, as produced by the Clerk/RFO, were approved, subject to the agreement of the Internal Auditor.

10. **Banking Arrangements**: It was **resolved** to remain with Lloyds Bank with Cllr McGee added as 4th signatory. Cllr Rees advised he still had a legacy bank card, and it was agreed this could now be securely disposed of as not needed. The Clerk advised of need to amend Clerk name

and contact information with the bank. **Action:** Clerk to update bank mandate to include Cllr McGee as signatory and update Clerk contact information.

11. **Asset Register:** Register of Assets, dated 31st March 2023 was provided by the Clerk. It was noted the register had been updated to remove the old noticeboards and add the new noticeboards and add an Asset Reference number to each asset. Councillors accepted the assets listed were correct. Cllr Gillson asked about asset values and treatment of depreciation, it was confirmed assets are held at purchase value and not depreciated.

12. **Risk Register:** It was resolved to accept the Risk Register dated April 2023, noting the amendments made.

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 £401.17.

14. **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**.

15. **Appointment of Internal Auditor**: It was **resolved** to appoint Mrs. Marion Dobson as Internal Auditor for the accounting year 2023-24.

    Meeting closed at 6.48pm.