



## **STAPLETON AND CLEASBY PARISH COUNCIL MEETING**

**Minutes of the Annual Meeting held Wednesday 13<sup>th</sup> May 2026**

**At 6pm, Cleasby Village Hall**

**There was a 10-minute public speaking session prior to the start of the council meeting.**

**Present:**

|                 |                |
|-----------------|----------------|
| Cllr R Leckie   | Cllr E Leckie  |
| Cllr C Mitchell | Cllr K Webster |
| Cllr K Pearson  |                |
| Clerk S Perks   |                |

**1. Election of Chairman.**

It was proposed by Cllr C Vigors, and seconded by Cllr E Leckie to elect Cllr R Leckie as Chairman.

**2. Chairman to sign Acceptance of Office**

Cllr R Leckie signed the Acceptance of Office

**3. Apologies.**

Apologies were received from Cllr L Heritage and the reason for nonattendance approved.

**4. To agree the Minutes of the Annual meeting held on 14<sup>th</sup> May 2025 as a true and accurate record.**

The minutes of the previous year's annual meeting were approved in the ordinary meeting of the parish council in July 2025, as a true and accurate record.

**5. Election of Vice-chairman**

It was proposed by Cllr K Webster and seconded by Cllr R Leckie to elect Cllr C Vigors as Vice-chairman.

**6. Declaration of Office**

- i. Councillors signed the Declaration of Acceptance
- ii. It was resolved that any Councillor unable to sign their Declaration of Acceptance at this first meeting of the council, can do so at the next ordinary meeting of the council.

**7. To appoint a Responsible Financial Officer for the coming year.**

It was proposed by Cllr K Webster and seconded by Cllr E Leckie to appoint the Clerk as the Responsible Financial Officer for the 2026/27 financial year.

8. The Responsible Financial Officer's Year End annual report for 2025/26 was received and approved.

9. Annual Governance and Return

- i. Certificate of Exemption. It was agreed to certify that during the financial year 2025/26, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed £25,000.
- ii. The Annual Governance Statement was considered, approved and signed.
- iii. The Annual Accounting Statement was considered, approved and signed.
- iv. The dates for the Notice of Public Rights and Publication of Annual Governance & Accountability Return were set as 3<sup>rd</sup> June 2026 – 14<sup>th</sup> July 2026.

10. The below policies, documents and procedures were reviewed and approved.

- i. Standing Orders
- ii. Risk Assessment and Management
- iii. Councillors Code of Conduct
- iv. Publication Scheme
- v. Asset Register – It was agreed to add the litter to the asset register.
- vi. Complaints procedure

11. It was agreed to conduct an annual audit of the trees under ownership of the parish council.

12. It was agreed to appoint Ian Crisop Accountancy to carry out the internal audit for 2026/2027.

13. The date of the next Annual Meeting of the Council was noted as, Wednesday 12<sup>th</sup> May 2027.

Meeting closed at 6.45pm

Signed.....