

MINUTES OF ANNUAL MEETING OF THE COUNCIL

MINUTES OF THE ANNUAL MEETING OF STAPLETON AND CLEASBY PARISH COUNCIL, ON WEDNESDAY 11TH MAY 2022 AT 7PM IN CLEASBY VILLAGE HALL.

PRESENT CLLRS C. VIGORS

R. LECKIE
C. MITCHELL
K. WEBSTER
B. DERRY

1. Election of Chairman- Clare Vigors, proposed by RL, seconded by CM, unanimously agreed.
2. Chairman signed Acceptance of Office
3. Apologies from Co. Cllr AT were received and accepted.
4. The Minutes of the Annual meeting held on 21st July 2021 were agreed as a true and accurate record.
5. Election of Vice-chairman- Richard Leckie, proposed by CM, seconded KW, unanimously agreed.
6. Declaration of Office
 - i. Councillors signed their 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. It was agreed to appoint Samantha Perks (the Clerk) as Responsible Financial Officer for the coming year.
8. The Responsible Financial Officer's Year End annual report was received and accepted, a copy of which is filed with these minutes.
9. Annual Governance and Return
 - i. Certificate of Exemption. It was agreed to certify that during the financial year 2021/22, 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 and agreed as 1st July – 11th August 2022 inclusive.
 - v. The Asset Register was reviewed and agreed.
10. The following policies and procedures were reviewed and agreed
 - i. Standing Orders
 - ii. Risk Assessment and Management
 - iii. Councillors Code of Conduct
 - iv. Publication Scheme
 - v.
11. The date of the next Annual Meeting of the Council will be, Wednesday 10th May 2023

