

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF STAPLETON AND CLEASBY PARISH COUNCIL, ON 8TH MAY 2024 AT 6.15PM IN CLEASBY VILLAGE HALL.

Councillor C Vigors (Vice-Chairman)
Councillor R Leckie (Chairman)
Councillor K Webster
Councillor C Mitchell
Councillor K Pearson

1. It was proposed by Cllr C Mitchell, seconded by Cllr C Vigors that Cllr R Leckie be elected as Chairman.
2. Cllr R Leckie as Chairman signed the Acceptance of Office.
3. Apologies were received from Cllr L Hertiage and unanimously approved.
4. The Minutes of the Annual meeting held on 10th May 2023 were agreed as a true and accurate record.
5. It was proposed by Cllr C Mitchell, seconded by Cllr K Webster that Cllr C Vigors be elected as Vice-Chairman.
6. Declaration of Office
 - i. Cllr C Vigors signed the Declaration of Acceptance of office.
 - 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 resolved to appoint Samantha Perks, the parish council Clerk as the Responsible Financial Officer for the coming year.
8. The Responsible Financial Officer's Year End annual report was received and approved.
9. Annual Governance and Return
 - i. Certificate of Exemption. It was agreed to certify that during the financial year 2022/23, 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 Monday 3rd June 2024 – Friday 12th July 2024
 - v. The Asset Register was reviewed, and the value agreed at £15,998.
10. The following policies and procedures were reviewed and adopted.
 - i. Standing Orders
 - ii. Risk Assessment and Management
 - iii. Councillors Code of Conduct
 - iv. Publication Scheme

- v. 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 noted the date of the next Annual Meeting of the Council will be Wednesday 14th May 2025 at 6.15pm.

SIGNED: DATE:
(Chairman)