



Minutes of the Annual Meeting of the Parish Council Tuesday 14 May 2024 at 7:30 pm

held at
The Community Room, Broomhall Recreation Ground.

1 /24 Election of the Chairman of the Council

Nominations for the office of Chairman of the Council were requested.

Nominations were received for Cllr Buxton and Cllr Morgan and a vote was taken with Cllr Morgan elected on 4 votes in favour and Cllr Buxton 3 votes in favour.

RESOLVED: That Cllr Morgan is elected Chairman of the Council for the local government year 2024/25.

Cllr Morgan duly signed the Declaration of Office for Chairman of the Council, thanked Cllrs Buxton for their service as Chairman and commenced the meeting.

2 / 24 Attendance and Apologies for absence

Attendance: Cllr Buxton; Cllr Coxon; Cllr Evans; Cllr Grover; Cllr Hilton; Cllr Morgan (Chairman); Cllr Newman; and Cllr Pike

Apologies for absence: Cllr Penney,

Present: Louise Steele – (Locum Clerk)

There were two members of the public present. Their details are retained in line with the GDPRs.

3 / 24 Declaration of interest for items on the agenda

There were no declarations of interest in accordance with the adopted Code of Conduct.

4 / 24 Election of Vice-Chairman of the Council

RESOLVED: That Councillor Hilton be elected Vice Chairman of the Council for the remainder of the local government year.

5 / 24 Approval of the Committee Structure

The proposed committee structure was considered – the Questionnaire Working Group was identified by its full name of Business Plan Engagement Strategy Working Group; that the Village Hall Charity should be added to the list of focus areas and a lead councillor appointed; that the Cycling & Walking Working Group remain as it is and that in due course the terms of reference etc. of the remaining working groups should be reviewed.

RESOLVED: That the council approved the committee structure, as amended, for the council year May 2024 to April 2025.

6 / 24 Appointment of Committee Members to committees and focus areas as per the approved structure

RESOLVED: That committee members and leads for focus areas be appointed for the council year May 2024 to April 2025 as shown below:

Planning Committee

Cllr Buxton
Cllr Evans
Cllr Grover
Cllr Newman

Finance Committee

Cllr Coxon
Cllr Evans
Cllr Newman
Cllr Pike

HR Sub-Committee

Cllr Buxton
Cllr Hilton
Cllr Morgan

Working Groups

Cemetery

Cllr Buxton
Cllr Evans
Cllr Hilton
Cllr Newman

BP Engagement

Strategy

Cllr Coxon
Cllr Morgan
Cllr Newman
Cllr Pike

Recruitment

Cllr Buxton
Cllr Grover
Cllr Hilton
Cllr Morgan

Cycling & Walking

Cllr Hilton
Cllr Newman
Cllr Pike

Focus Areas

Cemeteries – Cllr Hilton
Allotments – Cllr Newman
Property & Facilities – Cllrs Grover, Coxon & Pike
Traders – Cllr Pike
Village Hall Charity – Cllr Pike

7 / 24 Appointment of Chairmen of Standing Committees

RESOLVED: That Cllr Buxton be appointed as Chairman of the Planning Committee and Cllr Evans be appointed as Chairman of the Finance Committee.

8 / 24 To review representatives to external organisations

RESOLVED: That representatives to external organisations be appointed for the council year May 2024 to April 2025 as shown below:

External Representatives

DALC – Cllr Pike
NAG – John Rose (to report to Council quarterly)
Charters School – Cllr Buxton
Holy Trinity School – Cllr Buxton

9 / 24 To accept the Governing Documents of Council

RESOLVED: That Standing Orders and the Code of Conduct be approved, and Financial Regulations be deferred to the next meeting of the Finance Committee.

10 / 24 To approve the council meetings and committee dates for 2024-2025.

RESOLVED: That, with an amendment to change the start time of the Finance Committee to 2pm, the calendar of council meetings and committee dates for 2024-2025 be approved. Committee.

11 / 24 Appointment of Internal Auditor 2024-2025

RESOLVED: To appoint Auditing Solutions Ltd as the Council's internal auditor for the financial year 2024/25.

12 / 24 Internal Auditor's Report

RESOLVED: To receive the final internal audit report for the financial year and to note that there were no recommendations requiring further action.

13 / 24 Annual Governance Statement

Council considered the Annual Governance Statement (AGAR section 1) for the financial year 2023-2024, upon the recommendation of the RFO the Council agreed that the question posed in the statement could be answered in the affirmative.

RESOLVED: That the council agreed the Annual Governance Statement for the financial year 2023-2024.

14 / 24 Accounting Statements 2023-2024

RESOLVED: That the Accounting Statements 2023-2024 (AGAR part 2) be approved.

15 / 24 Dates for Public Inspection of Accounts

RESOLVED: That the dates for the public inspection of accounts be agreed as 3 June to 12 July 2024.

Signed as a true record of the meeting:

Signed: _____

Dated: _____