

LEIGH ON MENDIP ANNUAL COUNCIL
Meeting held at Memorial Hall on Monday 15th May 2023

- 1 **Election of Chair**
 - (a) **To Elect the Chair for the forthcoming year**
Cllr Paula Freeland proposed Cllr Vicki Taylor as Chair of the Parish Council for the forthcoming year, this was seconded by Cllr Iain Kirby and unanimously agreed.
 - (b) **The Chair to sign the Declaration of Office Form**
Cllr Vicki Taylor signed the Declaration of Office as Chair of the Parish Council.
- 2 **Election of Vice- Chair**
 - (a) **To elect the Vice-Chair for the forthcoming year**
Cllr Vicki Taylor proposed Cllr Iain Kirby as Vice Chair of the Parish Council for the forthcoming year, this was seconded by Cllr Paula Freeland and unanimously agreed.
- 3 **Present**
Cllrs Iain Kirby, Estelle Kirby, Paula Freeland and Vicki Taylor
- 4 **Apologies**
Cllr Martin Carter
- 5 **Banking Arrangements**
 - (a) **To agree the 'banking arrangements for the year and to agree any changes to the nominated signatories**
Nominated signatories were changed during the past financial year, these also included online access. Due to the difficulties with online access, it was **RESOLVED** to downgrade the authorisation to dual authorisation. If the situation improves the authorisation will be raised to triple authorisation.
- 6 **To confirm that the Parish Council are Custodian Trustees of the Memorial Hall, Recreational Field, Open Space and Allotments**
The Council **CONFIRMED** that the Parish Council are Custodian Trustees of the Memorial Hall, Recreational Field, Open Space and Allotments. It was noted that the Open Space is now known as Coronation Space.
- 7 **Risk Assessment**
 - (a) **To approve the Annual Risk Schedule**
The Council **RESOLVED** to approve the Annual Risk Schedule.
- 8 **Confirm and agree Dates of Future Meetings for the following year**
The Council **RESOLVED** to agree the dates of Future Meetings for the following year.
- 9 **Insurance Cover**
 - (a) **Agree Annual Insurance**
The Council **RESOLVED** the insurance for the forthcoming year would be moved to Zurich Insurance.
 - (b) **Agree payment of Annual Insurance**
The Council **RESOLVED** to agree the annual cost of Insurance for 2023-2024 at £300.00
- 10 **Policies**
 - (a) **To review and adopt the Standing Orders**
 - (b) **To review and adopt the Financial Regulations**
 - (c) **To review and adopt the Code of Conduct**
 - (d) **To review and adopt the Complaints Procedure**
 - (e) **To review and adopt the Data Protection Policy**
 - (f) **To review and adopt the Freedom of Information Policy**

- (g) To review and adopt the Document Retention Policy**
- (h) To review and adopt the Equality and Diversity Policy**
- (i) To review and adopt the Publication Scheme**
- (j) To review and adopt the Health and Safety Policy**
- (k) To review and adopt the Public Participation at Parish Council Meetings:**
- (l) To review and adopt the Volunteer Policy**
- (m) To review and adopt the Grant Policy**
- (n) To review and adopt the Email Privacy Policy**
- (o) To review and adopt the Dispensation Policy and Request Form**
- (p) To review and adopt the Social Media Policy**
 - a. Confirmation the Parish Clerk is the nominated “Webmaster” to maintain and update the Parish Council section on the website. Chris Cudmore is appointed as the Village Webmaster**

Following some minor amendments, the Council **RESOLVED** to approve all the policies named above.

The Council **CONFIRMED** that the Parish Clerk is the nominated “Webmaster” to maintain and update the Parish Council section on the website. Chris Cudmore is appointed at the Village Webmaster.

- 11 Accounts for the Year Ending 31st March 2023**
- (a) Note the Annual Audit Report from the Internal Auditor**
The Council noted the Annual Audit Report from the Internal Auditor.
 - (b) To approve the Annual Governance Statement 2022/2023 of the Annual Return**
The Council **RESOLVED** to approve the Annual Governance Statement 2022/2023 of the Annual Return.
 - (c) To approve the Accounting Statement 2022/2023 of the Annual Return**
The Council **RESOLVED** to approve the Accounting Statement 2022/2023 of the Annual Return.
 - (d) Signature of the Exclusion Certificate**
The Council **RESOLVED** to approve the Certificate of Exemption, this was signed by the Chair and RFO.
 - (e) Notice of Public Rights and Publication of Annual Governance and Accountability Return**
The Notice of Public Rights and Publication of Annual Governance and Accountability Return will run from Monday 5th June 2023 until Friday 14th July 2023.
 - (f) To confirm that the Parish Clerk is also the Responsible Finance Officer**
The Council **CONFIRMED** that the Parish Clerk is also the Responsible Finance Officer.

- 12 Councillors Interest / Responsibilities**
- (a) PCSO** – Cllr Martin Carter
 - (b) Footpaths** – Cllr Vicki Taylor
 - (c) Rangers** – Cllr Vicki Taylor
 - (d) Highways** – Cllr Martin Carter
 - (e) Recreation Field** – Cllr Martin Carter
 - (f) Quarry**
 - (g) Allotment Association** – Cllr Martin Carter
 - (h) Cemetery** - Cllr Estelle Kirby
 - (i) Memorial Hall** – Cllr Vicki Taylor
 - (j) School**
 - (k) Community Plan** - Cllr Iain Kirby

Next Annual Council Meeting 20th May 2024

Meeting closed 7.32pm