

**MINUTES OF THE ANNUAL GENERAL MEETING OF BOURTON PARISH COUNCIL
HELD IN THE VILLAGE HALL AT 6.30PM ON WEDNESDAY 25TH MAY 2022
FOLLOWING THE ANNUAL PARISH MEETING 2022**

PRESENT: Chairman: Andrew Cattaway
Vice Chairman: Peter Williams
Parish Councillors: Kevan Barton; Mike Chapman; Paul Curry; Simon Firbank;
Fran Gillett; James Peddle.
Clerk/RFO: Eve Wynn

APOLOGIES: Guy Nelson; Belinda Ridout.

ATTENDING: 3 members of the public.

22.1 APOLOGIES – AS ABOVE

22.2 ELECTION OF CHAIRMAN AND ACCEPTANCE OF OFFICE

AC suggested that he left the meeting for this part of the agenda but no-one else thought this was necessary. PW took over the meeting at this point. PW thanked the Chairman and asked AC to stand again and proposed the re-election of AC; seconded by PC. All those present were in favour and the decision was unanimous. AC was declared elected and signed a Declaration of Acceptance of Office and again took the Chair of the meeting.

22.3 ELECTION OF VICE CHAIRMAN AND ACCEPTANCE OF OFFICE

PW was proposed by AC and seconded by KB and agreed by all those present. There being no other proposal PW was declared elected and signed a Declaration of Acceptance of Office.

22.4 ELECTION OF OTHER OFFICERS & REPRESENTATIVES

All councillors present volunteered for the following roles with the existing ones continuing.

Position or Responsibility	Councillor
Planning Sub-Group Chair: Additional members:	P.Williams K. Barton P.Curry M.Chapman
Footpaths Liaison Officer	K. Barton
DAPTC North Area Committee.	A.Cattaway M.Chapman
Bourton and Silton Charity	P.Williams
Safeguarding Officer	E.Wynn
Highways and Transport Officer	F.Gillett
Community Safety	S.Williams

22.5 FINANCIAL MATTERS

22.5.1 Review of the Clerk's Salary including PAYE obligations

This was discussed and agreed at the March meeting and minuted at 21.224.5.

22.5.2 Approval of Annual Accounts; Internal Auditors Report; Annual Governance Statement; Annual Accounting Statement and Exemption Certificate.

The Clerk reported that this year the Parish Council was again under the £25k benchmark for expenditure/income and therefore was able to certify exemption from the limited assurance review, saving £240 in fees. The Chairman and the Clerk signed off the accounts.

22.5.3 Payment of the Internal Auditor

The Clerk reported that the cost for this to be carried out by Sarah Mann was £94.00.

22.5.4 Effectiveness of Internal Audit

The Clerk reported that Sarah Mann is independent of the Parish Council and carries out the internal audit. PKF Littlejohn carry out the final external audit. The Clerk confirmed that the relevant forms would be sent to the external auditor before the 30th June.

PW had thoroughly reviewed the asset register and the resultant information had been reflected accurately within the 2021/22 accounts summary.

22.6 REVIEW AND ADOPTION OF EXISTING POLICES AND INCLUSION OF NEW POLICIES

- 22.6.1 Asset Register – reviewed by PW
- 22.6.2 Cemetery Inspections – reviewed by KB
- 22.6.3 Child and Vulnerable Adult Safeguarding Policy – reviewed by MC
- 22.6.4 Code of Conduct – reviewed by AC
- 22.6.5 Community Engagement Policy – reviewed by PC
- 22.6.6 Financial Regulations – reviewed by FG
- 22.6.7 GDPR Policy – reviewed by GN
- 22.6.8 Member Officer Protocol – reviewed by EW
- 22.6.9 Planning Applications Policy – reviewed by PW
- 22.6.10 Playground Inspection Procedures – reviewed by KB
- 22.6.11 Quotation and Tenders Policy – reviewed by JP
- 22.6.12 Social Media Policy – reviewed by EW
- 22.6.13 Standing Orders – reviewed by SF

22.7 RISK ASSESSMENT

22.7.1 Review of Financial Arrangements.

The Council reviewed its financial arrangements and agreed that these are fit for purpose and comply with all legal requirements as outlined in Section 2 of the annual return to PKF Littlejohn. The annual accounts for 2021/22 (of which copies had been provided prior to the meeting to all Councillors) were confirmed as in order.

22.7.2 Review of the Insurance Policy

The Clerk reported that the Parish Council were in the 2nd year of the 3 year agreement with BHIB for a cost of £617.47 per year which also includes a free subscription to Parish Online for the period of the insurance.

22.8 ANY OTHER BUSINESS

None.

There being no other business the Chairman closed the meeting at 7.09pm.

Chairman: Date: 25th May 2022

Signed on 24th May 2023