

STONE RURAL PARISH COUNCIL

ANNUAL MEETING OF THE PARISH COUNCIL

**Minutes of annual meeting of the Parish Council held on 16 May 2024
at 7.30pm at Moddershall Village Hall**

Present:	Councillors:	Cllr A McCulloch (Chairman) Cllr D Scrivens Cllr G Jones Cllr S Haine Cllr T Banks Cllr P Dimberline Cllr W Woolliscroft Cllr M Tyler
	Borough Councillors	None
	County Councillor	None
	Parish Clerk	L V Davies

1. ELECTION OF CHAIRMAN FOR THE FOLLOWING YEAR

It was proposed, seconded and AGREED that Cllr A McCulloch be elected Chairman for the coming year.

2. ELECTION OF VICE CHAIRMAN FOR THE FOLLOWING YEAR

It was proposed, seconded and AGREED that Cllr P Dimberline be elected as Vice Chairman for the following year.

3. APOLOGIES RECEIVED

Apologies were received and accepted from Cllr M James.

4. DECLARATIONS OF INTEREST

No declarations of interest were received.

5. APPOINTMENTS TO OUTSIDE BODIES

The following appointments were made to outside bodies for 2024/25:

- Stone Common Plot Committee Cllr A McCulloch
- SPCA Area Committee Sue Haine/Chairman

- Highways Authority/RoW Parish Clerk/Chairman
- Neighbourhood watch Cllr M James

6. APPOINTMENTS TO THE PLANNING COMMITTEE

6.1. The following members were elected to the Planning Committee for 2024/25:

- Cllr D Scrivens (Chairman)
- Cllr S Haine
- Cllr P Dimberline
- Cllr A McCulloch
- Cllr M James

6.2. It was AGREED to adopt the Planning Committee Terms of Reference.

7. FINANCIAL MATTERS

7.1. RECEIVE THE FINANCIAL REVIEW FOR THE YEAR ENDING 31 MARCH 2024

The Clerk provided a summary of the financials for the Parish Council during the year.

7.2. RECEIVE THE SECTION 137 REPORT 31 MARCH 2024

The Section 137 Report was considered and donations agreed at the March Meeting were noted.

7.3. RECEIVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24 REPORT

7.3.1. The Annual Governance and Accountability Return report was considered.

7.3.2. It was noted that the internal auditor had signed the Annual Internal Audit Report of the AGAR stating that all internal control objectives had been met. It was AGREED to appoint Mrs K Squires as internal auditor for the coming year.

7.3.3. The Internal auditor had noted the requirement for a Publication Scheme. **Clerk to action**

7.4. RECEIVE THE GOVERNANCE STATEMENT OF THE AGAR RETURN YEAR ENDING 31 MARCH 2024

The Parish Council APPROVED the Annual Governance Statement for 2023/24 and authorised the Chairman to sign section 1 of the Annual Governance and Accountability Return accordingly, which he duly did.

7.5. RECEIVE THE ACCOUNTING STATEMENTS OF THE AGAR RETURN YEAR ENDING 31 MARCH 2023

7.5.1. The Parish Council APPROVED the Accounting Statement for 2023/24 and authorised the Chairman to sign section 2 of the Annual Governance and Accountability Return accordingly, which he duly did.

7.5.2. The Parish Council reviewed and AGREED the end of year Bank Reconciliation.

7.5.3. The Parish Council reviewed the Schedule of Significant Variances and duly AGREED it.

7.5.4. The Parish Council reviewed the commencement dates for the exercise of public rights.

7.5.5. The Parish Council reviewed the schedule of assets as at 31 March 2024.

8. RISK ASSESSMENT

8.1. The Parish Council's Risk assessment was reviewed by the meeting.

8.2. Risks to be monitored by the Clerk on an ongoing basis and brought back to the Parish Council as necessary. **Clerk to arrange.**

8.3. Risk Assessment to remain as a standing item at the APA regardless of the above. **Clerk to arrange.**

9. STANDING ORDERS AND FINANCIAL REGULATIONS REVIEW

9.1. The Standing Orders and Financial Regulations Review report was received and considered by the meeting.

9.2. It was noted that a new template had been issued for the Financial Regulations by NALC and the version presented for approval was based upon this revised template.

9.3. It was AGREED to adopt the Standing Orders and Financial Regulations as set out in the report.

9.4. The report of regular payments and direct debits was received and it AGREED to accept the list of regular payments and direct debits as set out in the report.

10. REVIEW OF CODE OF CONDUCT AND DATA PROTECTION POLICIES

10.1. The Parish Council's code of conduct report was considered.

10.2. It was AGREED to adopt the code of conduct as set out in the report.

10.3. The report of the clerk for the Parish Council's data protection policies was considered.

10.4. It was AGREED to adopt the policies as set out in the report.

11. TO AGREE TO DEFER THE REVIEW OF OTHER POLICIES MENTIONED IN THE STANDING ORDERS AT S5(J) UNTIL THE NEXT MEETING

It was AGREED to defer the review of other policies mentioned in the standing orders at s5(j) until the next meeting.

12. DATE AND TIME OF NEXT MEETING

The next Annual Meeting of the Parish Council is provisionally scheduled for Thursday, 8 May 2025 at 7.00pm at Moddershall Village Hall

Signed: _____ Date: _____
Chairman

Lucy Davies
Parish Clerk
May 2024