

**Minutes of the Annual Meeting of Slaley Parish Council**  
**Held on Tuesday 9<sup>th</sup> May 2023 at 7.00pm**  
**in Slaley Commemoration Hall**

**Present:** Councillor Ian Stevens, Councillor Stella Douglas, Councillor Lynda Sale, Councillor Debra Taylor and Parish Clerk Clare Loughlin.

**Apologies for Absence:** County Councillor Colin Horncastle

**1. Election of Chair**

Councillor Ian Stevens was proposed by Councillor Debra Taylor and seconded by Councillor Lynda Sale. There being no further nominations Councillor Ian Stevens was duly elected Chairman and the Declaration of Acceptance of Office was signed.

**2. Election of Vice Chair**

There was no proposal for this position.

**3. Members Disclosure of Interests**

It was agreed the Declaration of Interest Register should be reviewed by the Councillors.

**Action: Parish Clerk to review the Register with individual Councillors.**

**4. Agreement of the Minutes of 2022 Annual Parish Council Meeting.**

Councillor Stella Douglas proposed the minutes as a true record and this was seconded by Councillor Debra Taylor.

**5. Adopt Code of Conduct**

Councillor Lynda Sale proposed the adoption of the code of conduct for the current year and this was seconded by Councillor Stella Douglas.

**6. Adopt Standing Orders**

Councillor Ian Stevens proposed the adoption of the Standing Orders for the current year and this was seconded by Councillor Stella Douglas.

**7. Adopt Data Protection Policy**

Councillor Ian Stevens proposed the adoption of the Data Protection Policy and this was seconded by Councillor Lynda Sale.

**8. Adopt Grants Policy**

Councillor Stella Douglas proposed the adoption of the Grants Policy and this was seconded by Councillor Ian Stevens.

Councillors agreed that the Policy should undergo a review to verify that it fell in line with their current thinking.

**9. Adopt Advertising Policy**

Councillor Stella Douglas proposed to adopt the Advertising Policy and this was seconded by Councillor Debra Taylor.

Councillors agreed that the Policy should undergo a review to verify that it fell in line with their current thinking.

## **10. Fulfilling Volunteer Roles**

- a. Volunteer Councillor to represent the Parish Council on the Commemoration Hall Committee to be retained by Councillor Debra Taylor.
- b. Volunteer Councillor to prepare brief for Sleafy News of Parish Council business to be retained by Councillor Ian Stevens.
- c. Volunteer Councillor to be custodian of the Defibrillator, Councillor Jon Storey was nominated in his absence, to be confirmed at a future date.
- d. Volunteer Councillor to manage social media activity to be retained by Debra Taylor who will seek assistance from Councillors as required.
- e. Volunteer Councillor to manage Parish website to be retained by Councillor Stella Douglas with a view to reviving and updating presentation along with assistance from Councillor Debra Taylor. It was also agreed that the Parish Clerk would help Stella Douglas upload items to the website to the website.
- f. Volunteer Councillor to act as emergency contact for Community Play Area to be retained by Councillor Ian Stevens.

## **11. Formation of Sub-Committees**

- a. There was a proposal to establish a Sleafy Parish Grass Cutting sub-committee.  
**Action: Parish Clerk to bring this item forward to the Parish Council meeting of June 2023.**
- b. The proposal to establish a sub-committee to review how the Council best services the needs of the community was approved with Councillor Ian Stevens acting as Chair with Councillors Lynda Sale and Debra Taylor supporting.
- c. The proposal to establish a sub-committee for the Community Play Area was approved with Councillor Ian Stevens acting as Chair and Councillors Stella Douglas and Debra Taylor as supporting.

## **12. Review & Approve Annual Risk Assessment**

Councillor Stella Douglas proposed the approval of the Annual Risk Assessment and this was seconded by Councillor Debra Taylor.

## **13. Review & Approve the “Yearly Planner”**

The Yearly Planner was reviewed and amendments made.

**Action: Parish Clerk to amend the Yearly Planner as agreed and provide a copy to the Councillors at their June 2023 meeting**

## **14. Review of Banking Arrangements and Confirm Authorised Signatories**

At present there are three signatories to the Parish Council’s bank account, those being Councillors Ian Stevens, Stella Douglas and Debra Taylor.

Emerging from this discussion came the following actions:

**Action: Parish Clerk to be added to the list of bank account signatories and at an appropriate juncture, following consultation with Councillor Stella Douglas become the sole signatory for the authorisation of bank transactions.**

**Action: Councillor Debra Taylor to investigate the whereabouts of the current cheque book and paying in book.**

**15. To Receive Year End Accounts**

The accounts for the year ending 31<sup>st</sup> March 2023 were received and approved.

*At 7.30pm an interval was called to allow for the commencement of the Annual Meeting of Slaley Parish.*

*At 8.05pm the Annual Meeting of Slaley Parish Council resumed.*

**16. The Annual Return for the Year Ending 31<sup>st</sup> March 2023 and the Annual Governance and Accounting Return (AGAR)**

The accounting statement and AGAR were approved and the Responsible Financial Officer is to confirm the financial accounts. It was agreed that a notice be placed on the Parish website confirming that the AGAR has been completed. Councillor Stella Douglas and the Parish Clerk to work together on uploading this information.

**Action: Councillor Ian Stevens and the Parish Clerk to meet to ensure all requirements of the AGAR process are met.**

**17. To Determine Dates, Time and Place of Council Meetings 2023/24**

It was agreed to meet in the Slaley Commemoration Hall on the second Wednesday of each month for the foreseeable future with a possible review to this day if not convenient to all. The date of the next Monthly Parish Meeting is to be Wednesday 14<sup>th</sup> June 2023.

*There being no further business the meeting closed at 8.32pm.*