

**Minutes of the Annual Meeting of Dalton Piercy Parish Council held at 7.00pm
on Thursday 09 May 2024 at Elwick WI Hall**

Present: Cllrs Patrick (in the Chair), Ireland, Timothy.

In Attendance: 5 members of public, Clerk Sandra Valkauskaite

1. **Welcome and Introductions:** Cllr Patrick as out-going Vice-Chairman welcomed everyone to the meeting.
2. **Apologies:** Parish Cllrs Noble, Savage, Middleton, Rushworth and Ward Cllr Martin-Wells.
3. **Election of Chair:**
 1. Cllr Patrick proposed Cllr Ireland, seconded by Cllr Timothy; Cllr Ireland unanimously elected.
 2. Cllr Ireland signed the Acceptance of Office.

Cllr Ireland took the Chair.

4. **Election of Vice Chair:**
 1. Cllr Middleton proposed by Cllr Ireland, seconded by Cllr Patrick and elected unanimously.
 2. Acceptance of Office to be signed in the near future as not present in the meeting.
5. **Review of Standing Orders, Financial Regulations and other Policies:** Cllr Ireland had intended to propose an amendment to the Financial Regulations in the light of the current use of on-line banking, but suggested this be postponed as new draft Regulations from NALC had been received that afternoon and needed to be considered. This was unanimously **agreed**. To be discussed at the June meeting.
6. **Sub-Committees:** It was agreed members would be as follows:
 1. **Disciplinary:** Cllrs Ireland, Timothy
 2. **Maintenance:** Cllrs Noble, Patrick, Savage
 3. **Personnel Committees:** Cllrs Middleton, Rushworth, Timothy.
7. **Banking arrangements:** It was **agreed** to remain with the NatWest Bank for the time being, although there was concern that only one authorisation was required for on-line transactions. Unity Trust Bank was suggested by Cllr Ireland, as a possible alternative, as they allow for two on-line authorisations, and are used by Elwick Parish Council. Cllr Timothy proposed that information be obtained from Unity Trust, and then discussed at the June meeting. It was **agreed** that

signatories remain Cllrs Noble, Ireland, Patrick and Timothy. **Action:** Clerk to obtain information from Unity Trust Bank.

8. **Asset Register dated 31st March 2024:** Cllr Ireland presented the list of assets agreed with the Clerk. Benches need to be checked and removed from the Asset Register if damaged beyond repair. The original Christmas Tree lights to be removed as they had been damaged, value £850.00. **Action:** Clerk to update Asset Register accordingly.

9. **Risk Register dated 31st March 2024:** Cllr Timothy suggested DPPC needed to develop a Cyber Policy which was **agreed**. He also recommended the Council laptop has recognised anti-virus system installed, such as Norton, and that all files are backed up - ideally to the Cloud. **Action:** Cllrs Ireland and Timothy to draft a Cyber Policy, Clerk to ensure laptop has appropriate anti-virus software.

10. **Insurance cover:**

1. It was **agreed** to continue with Zurich Municipal, as we had a three-year contract.
2. Insurance premium agreed at £563.45.

11. **Annual Governance and Accountability Return:** : It was **agreed** to postpone the completion of this until the June meeting, once the Internal Audit report on the 2023-24 accounts had been received. Cllr Ireland reminded that Council had agreed to appoint a Councillor to make regular inspections of the Clerk's financial record-keeping, following the issues of the previous year and as a support for the new Clerk. Cllr Timothy suggested a checklist be produced to ensure that all aspects of the records were covered over time. **Action:** Cllr Middleton to be asked to take responsibility for completing bi-monthly checks and report back to the following PC meeting, Cllr Ireland to draft the checklist.

12. **Appointment of Internal Auditor:** Cllr Timothy proposed Leanne Blakemore, Cllr Patrick seconded, all **agreed**. It was further **agreed** that the remuneration be set at £120.00

Meeting closed at 7.30pm