

DALTON PIERCY PARISH COUNCIL

Draft Minutes of Dalton Piercy Parish Council Annual Meeting 2022 Thursday 19th May 2022 6.30pm at Dalton Piercy Village Hall.

Meeting start time: 6.40pm

Present: S. Savage, S. Rushworth, M Ireland, L. Noble, M. Patrick, Clerk J. White.

1. Welcome and Introductions
Cllr Ireland - the retiring Vice Chairman welcomed those present and was disappointed to confirm and accept the resignation of the retiring Chairman Darab Rezai as a Councillor at Dalton Piercy Parish Council. Cllr Ireland expressed great thanks to Mr Rezai for all he has done over the years for the Parish Council and Dalton Piercy as a whole. It was agreed a gift should be arranged for Mr Rezai Action: Clerk to organise.
2. Dalton Piercy Parish Council/Declaration of Office:
Following the recent election, DPPC received notice that positions at DPPC were uncontested. All Councillors present completed the members interest form and returned to the Clerk. The Clerk noted Cllr Jackson had returned his form to her prior to the meeting.
3. Apologies
None.
4. Election of Chair
 - a) To elect the Chairman for the forthcoming year
One nomination for Chairman was received from Cllr Ireland who nominated Cllr Lyn Noble. Seconded by M Patrick. A unanimous vote followed and Cllr Noble Accepted the position for a period of one year.
 - b) The Chairman to sign the Declaration of Office form.
Cllr Noble and the Clerk signed the form.
5. Election of Vice-Chair
 - a) To elect the Vice-Chairman for the forthcoming year
Cllr Patrick nominated Cllr Ireland, Seconded by Cllr Savage. Following a unanimous vote Cllr Ireland accepted the position.
 - b) The Vice-Chairman to sign the Declaration of Office form.
Cllr Ireland and the Clerk signed the form.
6. Acceptance & Review of the Parish Council Constitution Guidelines/Standing Orders/Financial Regulations and Policies.
There has recently been an in depth review of DPPC standing orders.
All policies were **approved** with no changes.
7. Banking arrangements (*To agree banking arrangements for the year and agree any changes to the nominated signatories*)
The Clerk provided a mandate form from Natwest to update bank account signatories. DPPC policy states all councillors can be bank signatories with DPPC requiring at least 4 members. **Action:** Clerk to remove signatories that are no longer Councillors. Also to return the completed form to the bank.
8. Formation of Sub-Committees
(*To decide the formation of Sub-Committees and their respective delegated authority – Maintenance Group + Personnel Group*)
It was agreed Cllrs Ireland and Rushworth to be Personell Group. Cllrs Noble, Patrick and Savage would be the Maintenance Group. There would also continue to be a working group to look after The Batts.
9. To note the Asset Register dated 31st March 2022
The register was **approved** – with a request to add 'gridforce' (permeable paving which protects the village green from damage) to the list.

10. To approve the Risk Register dated 1st April 2022

The Clerk read through the register which was **approved**. Some discussion took place about items that were listed with overly cautious ratings (ie 'medium risk' when it was suggested they were 'low risk')

11. Insurance cover

a) To note the proposed insurance cover and decide whether it is adequate

The premium/level of cover with Zurich insurance was **approved**.

b) To agree the payment of the Insurance premium.

Payment for 2022/23 of £520.89. **Approved**.

12. Annual Governance and Accountability Return for the Year ending 31 March 2022

As the internal audit is yet to be completed it was **agreed** this item should be moved to the next full meeting.

a) To agree the Annual Governance Statement 2017/18 of the Annual Return

b) To agree that the Clerk is the Responsible Financial officer for the year 2021/22

13. Appointment of Internal Auditor for the year 2022/23 and agree remuneration.

Mr P. Olsen was reappointed subject to him being willing. His fee (£75.00) last year was **approved** as reasonable.