

Scopwick and Kirkby Green Parish Council

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The minutes of the Annual Meeting of the Parish Council of Scopwick and Kirkby Green, held on **Tuesday 7th May 2024** at 8:30 pm. The meeting was held in Scopwick Village Hall. These are notes of the meeting until approved by the Council as a true record.

Present:

Cllrs M Williams (Chair), J Flett (Vice-Chair), P Baumber, O Davies, P Frost, C Kerrigan, and D Nelson.

Parish Clerk - J Sargent.

1. To elect a Chair of the Council for the forthcoming term of office.

Cllr Williams was nominated and seconded. With no other Councillors nominated, Cllr Williams was duly elected as Chair of the Council.

2. To receive the Declaration of Acceptance of Office of the Chair.

The Declaration of Acceptance of Office of the Chair was signed by Cllr Williams and the Clerk.

3. To elect a Vice-Chair of the Council for the forthcoming term of office.

Cllr Flett was nominated and seconded. With no other Councillors nominated, Cllr Flett was duly elected as Vice-Chair of the Council.

4. To receive the Declaration of Acceptance of Office of the Vice-Chair.

The Declaration of Acceptance of Office of the Vice-Chair was signed by Cllr Flett and the Clerk.

5. Public Forum

There were no members of the public in attendance.

6. Chairman's Welcome

Cllr Williams thanked Councillors for re-electing him as Chair and spoke about achievements in the previous year such as working on speeding issues and the importance of focusing on key issues that will be affecting the community over the next year, including flooding, and solar farms. Cllr Williams complimented the village hall as a great facility and the positive work the village hall committee are doing.

7. Apologies

None received.

8. Declaration of Interest.

None received.

9. To appoint members to Committees of the Council

a. Playing Field Committee

It was **resolved unanimously** to appoint Cllr Nelson to the Playing Field Committee.

b. Village Hall Committee

It was **resolved unanimously** to appoint Cllr Flett to the Village Hall Committee.

10. To appoint members to areas of interest:

a. Highways and footpaths

It was **resolved unanimously** to appoint Cllr Frost to monitor highways and footpaths.

b. Maintenance of grass, trees, and hedging

It was **resolved unanimously** to appoint Cllr Baumber to monitor the maintenance of grass, trees, and hedging.

c. Traffic and road safety

It was **resolved unanimously** to appoint Cllr Frost to monitor traffic and road safety.

d. Risk assessments and health and safety.

It was **resolved unanimously** to appoint Cllr Kerrigan to monitor risk assessments and health and safety.

e. Environment and Sustainability

It was **resolved unanimously** to appoint Cllr Davies to monitor environmental and sustainability issues.

11. To receive a budget review for the fourth quarter of the financial year.

The Clerk provided budget review for the fourth quarter of the financial year to keep Councillors up to date with the income and expenditure and where it has been allocated within the budget, for information purposes only. No questions were put to the Clerk.

12. To receive the end of year bank reconciliation.

The Clerk provided the end of year bank reconciliation to keep Councillors up to date with the financial status of the Council, for information purposes only. No questions were put to the Clerk.

13. To approve the Annual Governance and Accountability Return (AGAR) forms for the 2023-24 financial year.

a. To approve section 1, points 1 - 9 of the Annual Governance Statement.

The Clerk read through points 1 - 9. It was **resolved unanimously** to mark yes on points 1-8 and N/A on point 9. Cllr Williams signed the Annual Governance Statement.

b. To approve section 2, the Accounting Statement.

The Clerk read through the figures on the Accounting Statement, which corresponded with the bank reconciliation. It was **resolved unanimously** to approve the Accounting Statement and to submit the Annual Governance and Accountability Return to the external auditors.

14. To review policies:

a. Standing Orders

b. Financial Regulations

c. Reserves Policy

d. Code of Conduct

With no updates, it was resolved unanimously to adopt the policies.

Cllr Williams closed the meeting at 8:45pm.

Signed:

Chair of the Council - Cllr Marc Williams

Signed:

Parish Clerk - Jack Sargent

28th May 2024