

ASHWICK ANNUAL COUNCIL

MINUTES OF MEETING

Held on Wednesday 10th May 2023 at Ashwick and Oakhill Village Hall

1. Election of Chair

(a) To elect the Chair for the forthcoming year

Cllr Philip Blatchford proposed Cllr David Barlow as Chair of the Parish Council for the forthcoming year, this was seconded by Cllr Phil Briscoe and unanimously agreed

(b) The Chair to sign the Declaration of Office Form

Cllr David Barlow as Chair for the forthcoming year signed the Declaration of Office Form.

2. Election of Vice-Chair

(a) To elect the Vice-Chair for the forthcoming year.

The Council **RESOLVED** not to appoint a Vice Chair for the forthcoming year.

3. Present

Cllrs Phil Briscoe, David Hine, David Barlow, Philip Blatchford, David Simons and David Thorley

4. Apologies

Cllr Monica Munday, Cllr Sarah Emery was absent

5. Banking Arrangements

(a) To agree the 'banking arrangements' for the year and to agree any changes to the nominated signatories

Changes to signatures were made during the year and no further changes were required. The Council **RESOLVED** that the RFO has sole authorisation on the bank account.

6. To confirm that the Parish Council are Custodian Trustees of the Oakhill and Ashwick Village Hall and Playing Fields

The Council **CONFIRMED** that the Parish Council are Custodial Trustees of the Oakhill and Ashwick Village Hall and Playing Fields.

7. Risk Assessment

(a) To approve the Annual Risk Schedule

The Council renamed it as the Financial Risk Assessment and **RESOLVED** to approve the Risk Assessment.

8. Policies

(a) To review and adopt Financial Regulations

(b) To review and adopt Standing Orders

(c) To review and adopt the Code of Conduct

(d) To review and adopt the Volunteer Policy

(e) To review and adopt the Grant Policy

(f) To review and adopt the Email Privacy Policy

(g) To review the Publication Scheme

(h) To review and adopt the Dispensation Policy

(i) To review and adopt the Community Engagement Policy

(j) To review and adopt the Complaints Procedure

(k) To review and adopt the Freedom of Information Policy

(l) To review and adopt the Health and Safety Policy

(m) To review and adopt the Public Participation Policy

(n) To review and adopt the Data Protection Policy

- (o) **To review and adopt the Social Media Policy**
 a. **Confirmation the Parish Clerk is the nominated “Webmaster” to maintain and update the Parish Council Website**

Following some minor amendments, the Council **RESOLVED** to approve the above policies named above apart from the Health and Safety Policy which was deferred to the next meeting.

The Council **CONFIRMED** the Parish Clerk is the nominated “Webmaster” to maintain and update the Parish Council Website.

9. Confirm and agree Dates of Future Meetings for the following year

The Council **RESOLVED** to approved the Dates for Future Meetings until July 2024

10. Insurance Cover

(a) Agree annual insurance

The Council **RESOLVED** to appoint Zurich as the Insurance Company for 2023-2024

(b) Agree payment of annual insurance

The Council **RESOLVED** to approve the annual Insurance payment of £459.00

11. Councillors Interests/Responsibilities

(a) Somerset Waste Cllr David Barlow

(b) Schools Liaison Cllr David Simons

(c) Finance Cllrs Phil Briscoe and David Barlow

(d) Highways Cllr David Barlow

(e) Publicity Cllr David Simons

(f) Planning Cllrs David Thorley and Phil Briscoe

(g) Footpaths Cllr David Hine

(h) Village Litter Pick Up Co-ordinator

(i) Village Hall Cllr David Thorley

(j) Farming Cllrs David Thorley and Philip Blatchford

(k) Recreation Field Maintenance Cllr David Simons

(l) Environmental Initiatives / Climate Emergency Cllr David Hine

(m) Quarry Liaison Cllrs David Hine and Philip Blatchford

12. Accounts for the Year Ending 31st March 2023

(a) Note the Annual Internal Audit Report from the Internal Auditor

The Council **NOTED** the Internal Audit Report

(b) To approve the Annual Governance Statement 2022/23 of the Annual Return

The Council **RESOLVED** to approve the Annual Governance Statement 2022-2023 of the Annual Return

(c) To approve the Accounting Statement 2022/23 of the Annual Return

The Council **RESOLVED** to approve the Accounting Statement 2022/2023 of the Annual Return

(d) Signature of Exclusion Certificate

The Council **RESOLVED** to approve the Certificate of Exemption for 2022/2023, this was signed by the RFO and the Chair.

(e) Notice of Public Rights and Publication of Annual Governance and Accountability Return

The Notice of Public Rights and Publication of Annual Governance and Accountability Return will run from Monday 5th June 2023 until Friday 14th July 2023

(f) To confirm that the Clerk is also the Responsible Finance Officer.

The Council **CONFIRMED** that the Clerk is also the Responsible Finance Officer

Next Annual Council Meeting **8th May 2024**

Meeting closed 8.10pm