

## Alderminster Parish Council

### Annual meeting of the Parish Council

Monday 13<sup>th</sup> May 2024  
Alderminster Village Hall 8.00 pm

Present: Cllr David Curtis  
Cllr Mark Meadows  
Cllr John Melville  
Laura Callow (Parish Clerk and Responsible Financial Officer)

Also present: Cllr Izzi Seccombe, Cllr Dominic Skinner and 19 members of the public.

1	<b>Election of Chairman:</b> Cllr David Curtis was unanimously elected as Chairman of the Parish Council.
2	<b>Apologies:</b> Apologies from Kate Tatlow
3	<b>Declaration of interests:</b> None to declare.
4	<b>Co-Option of Parish Councillor:</b> There was no co-option of Parish Councillors.
5	<b>Declaration of acceptance of office:</b> The Chairman signed their Declaration of Acceptance of Office in the presence of the clerk.
6	<b>Minutes of the previous meetings:</b> The minutes of the meeting of the 15 <sup>th</sup> April 2024 were unanimously agreed as an accurate record and were signed by the Chairman.
7	<b>Annual Governance and Accountability Return Part 2:</b> a) The Council received and approved the internal auditor's report. The Council approved the Annual Governance Statement which was signed by the Chairman. The Council approved the Accounting Statements which were signed by the Chairman. The Council certified that it was exempt from submitting an Annual Governance and Accountability Return to the external auditor. It was noted that all the above documents, together with the Notice of Public Rights and publication of unaudited Annual Governance and Accountability Return would be posted on the Parish Council's website by the 1 <sup>st</sup> July 2024.
8	<b>Insurance:</b> It was unanimously resolved to renew the Council's insurance with Zurich Insurers at the cost of £300 per annum.

9	<p><b>Any matters from the Chairman:</b> The Chairman had no matters to report.</p>
10	<p><b>Review of Financial Regulations:</b> The Council reviewed the new Financial Regulations given by NALC and agreed to adopt them,</p>
11	<p><b>Review of Standing Orders:</b> The Council reviewed their Standing Orders and agreed that no amendments were necessary.</p>
12	<p><b>Planning applications:</b> None received</p>
13	<p><b>Accounts for payments and finance matters:</b> The following payments were approved and authorised:</p> <ul style="list-style-type: none"> <li>i) WALC (annual subscription) – £218.40</li> <li>ii) HSBC (bank charges) - £8.00</li> <li>iii) DCK Payroll (end of year) - £72.00</li> <li>iv) Clerk’s salary (April) - £**</li> <li>v) HMRC (tax) - £**</li> <li>vi) Mr Kenneth Dunn (internal audit) - £200.00</li> <li>vii) Stratford District Council (bin emptying) - £171.00</li> <li>viii) Alderminster History Group Grant - £1500</li> <li>ix) Laura Callow – reimbursement for Parish assembly refreshments - £94.25</li> </ul> <p>The supporting documentation was signed by the Chairman.</p>
14	<p><b>Correspondence:</b> None received.</p>
15	<p><b>Councillors’ reports and items for future agenda:</b> Cllr Melville had concerns about the Jubilee Bench by the church and it needing some attention. This will be added to the next Agenda for discussion.</p>
16	<p><b>Dates of forthcoming meetings:</b> The following dates were set for forthcoming meetings:</p> <ul style="list-style-type: none"> <li>8<sup>th</sup> July 24</li> <li>9<sup>th</sup> September 24</li> <li>11<sup>th</sup> November 24</li> <li>13<sup>th</sup> January 25</li> <li>10<sup>th</sup> March 25</li> <li>12<sup>th</sup> May 24</li> </ul> <p>The meeting closed at 8.40 pm.</p> <p>Signed:</p>