

ANNUAL MEETING OF SHALDEN PARISH COUNCIL
HELD TUESDAY 23RD MAY 2023 AT 7:30PM in Shalden Village Hall

Present: L Taylor, D Orme, B Jones and R Wood and A Shirvell
Also present: K Horton (Clerk) and two residents

Minutes

- 1) Welcome.** Meeting opened by Cllr Shirvell (standing Chair). Thanks noted to everyone who stood for election and those who took the time to vote.
- 2) Apologies for Absence.** Received from Cllr Kemp-Gee
- 3) Acceptance of Office.** Further to the 2023 Parish Council elections, to confirm that the Councillors for Shalden Parish Council have completed the required paperwork: Acceptance of Office and Register of Interests. Clerk noted receipt of all paperwork ahead of the meeting from all Cllrs bar I Holliday. Cllr Jones proposed an extension to the next PC meeting for I Holliday to complete the paperwork. Seconded by Cllr Taylor and all Cllrs voted in agreement.
- 4) Appointment to Committee roles**
 - a)** Appointment of Chair and signature of Acceptance of Office. Cllr Wood proposed Cllr Orme. This was Seconded by Cllr Taylor and all Cllrs voted Cllr Orme into the role. Acceptance of Office signed.
 - b)** To agree whether the Council wish to appoint a Vice Chair and if so to complete this appointment and the verbal declarations of Acceptance of Office. Proposal supported by all Cllrs with nomination deferred to next meeting.
 - c)** Additional appointments with verbal declarations of Acceptance of Office. Footpaths Officer Cllr Taylor stood for the role, Seconded by Cllr Orme and all Cllrs voted in support. Village Hall Representative Cllr Jones stood for the role, Seconded by Cllr Wood and voted by all Cllrs
- 5) Declarations of Interest.** None
- 6) Approval of Minutes**
 - a) Parish Council Meeting held on 25th January 2023.** The minutes were confirmed as a fair representation of the meeting and duly signed.
- 7) Parish Council Finances/Administration**
 - a) Financial summary for January to March 2023.** No questions raised
 - b) Financial summary from April to May 2023** and in addition:
 - i)** Notification of Payments made under Item 14 of the Financial Regulations since the last meeting. No questions raised
 - ii)** Notification/authorisation of other payments. Payments to HALC and Clerk approved
 - iii) Banking Signatories.** It was resolved that the new Councillors should be added as signatories on the PC bank accounts and the Clerk action an update to the banking mandate. Cllr Orme proposed, Seconded by Cllr Wood and all Cllrs voted to approve.
 - c) Internal Audit report**

- i) **To receive and accept the completed report** having reviewed any recommendations and agreed any actions to address them. Clerk was instructed to explore online banking options and to return with a recommendation.

d) To review and then accept the following policies/documents for 2023/24:

- i) Standing Orders for 2023/24
- ii) Asset Register for 2023/24
- iii) Financial Regulations for 2023/24
- iv) Statement of Internal Control 2023/24
- v) SPC Risk Analysis 2023/24
- vi) EHDC Councillor Code of Conduct

No queries raised about proposed policies. Proposed for acceptance by Cllr Orme, Seconded by Cllr Taylor and approved by all Cllrs.

e) Having accepted the Internal Audit report and supporting papers, to approve the External Audit requirements for 2022/23:

- i) Section One. The Annual Governance Statement. Statements read and agreed as “yes” by all Cllrs. Signed by Chair and Clerk
- ii) Section Two. The Accounting Statements. Further to Internal Audit and consideration of supporting documents, Cllrs confirmed their agreement with the details. Signed by Chair and Clerk
One matter to consider for next year is whether assets should be recorded as depreciating in value and whether land should be given a market value.
- iii) The AGAR Certificate of Exemption. Cllrs in agreement that requirements have been met and document signed by Clerk and Chair

8) Public forum: Adjournment of the meeting for 10 minutes to allow the public to raise questions

Resident asked whether there is any update on the development at Golden Pots. Clerk confirmed SPC's response and that the matter is pending on EHDC Planning portal. Resident advised that updates would be provided by EHDC

9) Report from County Councillor Kemp-Gee. No report received.

10) Report from District Councillor Costigan. No report received.

11) On going projects:

a) Recreation Ground and Alton Football Club

- i) To note the end of the current contract.
- ii) To agree whether to renew a contract for 23/24 and the terms of this contract. Cllrs considered whether it would be appropriate to end the contract without having an alternative user/income stream. Cllr Jones was keen to keep Rec in use. Cllr Wood noted it was not unusual for clubs to use satellite pitches for training and AFC is the nearest team to Shalden. Cllrs were in agreement that residents be encouraged to participate with the club. Cllrs noted the cost of grass cutting remains a significant expense. Clerk to source new quotes and see if Alton Town Council can offer guidance. Cllrs in agreement to renew contract for 2023/24 on the same terms as 2022/23.
- iii) To consider a request from AFC to maintain the grounds during the period between contracts. Cllrs were in agreement that a rolling contract would be appropriate and allow AFC to continue their work on the playing area. All Cllrs voted to approve this arrangement at no extra cost.

b) Insurance claim - to receive an update provided by the Village Hall Committee. Claim is progressing and Chair of Village Hall Committee is in contract with Insurance company.

12) Items for next agenda

- Vice Chair

13) Date of next meeting – TBC

Meeting closed 8:36pm

.....
Signed: D Orme, Chair of SPC

.....
Dated