



Milborne St Andrew Parish Council

Minutes of the Annual General Meeting Held on Wednesday 03rd May 2023

1. CONFIRMATION OF ELECTION OF CHAIRMAN

1.1 To elect Chairman

Cllr Macnair was proposed and seconded and duly appointed Chair of the Parish Council.

1.2 To receive Chairman's Declaration of Acceptance of Office

This was signed by the Chair and endorsed by the Clerk.

2. CONFIRMATION OF ELECTION OF VICE CHAIRMAN

2.1 To elect Vice Chairman

Cllr Redding was proposed and seconded and duly appointed Vice Chair of the Parish Council.

2.2 To receive Vice Chairman's Declaration of Acceptance of Office

This was signed by the Vice Chair and endorsed by the Clerk.

3. APPOINTMENT OF OFFICERS AND BRIEF HOLDERS

3.1 Rights of Way Officer

Cllr Macnair was appointed to this role.

3.2 Flood Liaison Officer

Mr Johnson was appointed to this role.

3.3 DAPTC representative

There were no takers for this role.

3.4 Highways Officer

Cllr Macnair was appointed to this role.

3.5 Milborne St Andrew Village Hall Management Committee representative

Cllr Stephens was appointed to this role.

3.6 Neighbourhood Plan review representative

Mrs Witherden was appointed to this role.

3.7 Milborne St Andrew Sports Club representative

There were no takers for this role.

3.8 Defibrillator representative

Cllr Williams was appointed to this role.

3.9 Internal auditor

Mr Paul of JP Consultants was appointed to this role.

3.10 SID and speed watch coordinator

Mrs Sue Lawson was appointed to this role.

3.11 Responsible Finance Officer

Mr Wayne Lewin was appointed to this role.

4.

APPROVAL OF REGULATIONS AND DOCUMENTS

4.1 Standing Orders (rev)

These were approved.

4.2 Code of conduct

These were approved with no amendments.

4.3 Financial regulations

These were approved with no amendments.

4.4 Risk assessments

These were approved with no amendments.

4.5 Freedom of information requests

This was approved with no amendments.

4.6 General data protection regulation

This was approved with no amendments.

4.7 Complaints procedure

This was approved with no amendments.

4.8 Social media policy

This was approved with no amendments.

4.9 Annual Risk assessment

This was approved with no amendments.

4.10 To confirm the frequency and timings of Full Council meetings

The Parish Council would meet on the first Wednesday of every month, at 7pm, except for April, August, and December.

5.

Finances and audit

5.1 To approve accounts for financial year 22/23 subject to audit

Both payment and receipts ledger were approved.

5.2 To approve the reserves

These were all approved.

5.3 To approve the asset register

This was approved.

5.4 To approve the insurance schedule

This was approved.

5.5 Annual rent reviews

The annual rents were endorsed; however, it was requested that a review of the Sports Club and Allotments rents could take place on the June agenda, with a view to discussing a temporary amount for the current financial year, due to the Cost-of-Living crisis.

5.6 To confirm the dates for notice of public rights to view unaudited accounts

It was agreed to public rights for the first 30 working days from due date.

5.7 To approve the Annual Governance and Accountability Return for 22/23 subject to audit to include certificate of exemption, annual governance statement and accounting statements.

This was agreed and signed by the Chair.