



MINUTES OF ANNUAL MEETING OF EAST WOODHAY PARISH COUNCIL

22 May 2023

18:30 Woolton Hill Church Hall

Chairman: Cllr Rand (Chair)

Present: Councillors Mr P Hurst, Mrs S Cooper, Mr M Hainge, Mr A Watson, Mr G Dick, Mr S Bowden

Clerk: Amy White

In attendance:

Cllr Mark Rand welcomed everyone to the meeting.

Item 1: Resolution to elect a Chair

Cllr Mitchell (absent) will not put himself forward for the position of Chairman this year. The Clerk confirmed 2 candidates: Cllr Hurst and Cllr Bowden.

Proposer for Cllr Hurst: Cllr Cooper

Seconder for Cllr Hurst: Cllr Hainge

Proposer for Cllr Bowden: Cllr Dick

Seconder for Cllr Bowden: Cllr Bowden

Result of vote: Cllr Hurst was duly elected as Chairman.

Cllr Hurst continued to chair the rest of the meeting.

Item 2: Resolution to elect a Vice Chair

The Clerk confirmed 3 candidates for the position of Vice Chairman: Cllr Titcomb, Cllr Bowden and Cllr Dick

Proposer for Cllr Titcomb: Cllr Hurst

Seconder for Cllr Titcomb: Cllr Watson

Proposer for Cllr Bowden: Cllr Dick

Seconder for Cllr Bowden: Cllr Bowden

Proposer for Cllr Dick: Cllr Bowden

Seconder for Cllr Dick: Cllr Dick

Result of vote: Cllr Titcomb was duly voted as Vice Chair.

Cllr Hurst thanked outgoing Chair, James Mitchell, who will remain as councillor within the Finance Committee.

Item 3: Apologies for Absence

Cllr Mitchell and Cllr Titcomb.

Item 4: Declarations of Interest

None.

Item 5: To agree Minutes of Annual Meeting held on 23 May 2022 and full council meeting on 24 April 2023

The Minutes of 23 May 2022 and 24 April 2023 were accepted as a true record and signed by the Chairman, Cllr Hurst.

Item 6: Matters arising from Minutes of 24 April 2023

Item	Action	Owner
08/23	Clerk to add Amenities ToR to the website. Actioned.	Clerk
11/23	Cllr Dick to research costings for council-considered gateway options. In progress with Kevin Hyde.	Cllr Dick
13/23	Cllr Hainge will send the grant request for a new SID to Greenham Trust. In progress.	Cllr Hainge

Item 7: Confirmation of Councillor Roles and Responsibilities

The Clerk reminded councillors to check their current responsibilities and amend as appropriate. This will be on the agenda for the June meeting.

Item 8: Policies for Approval: Financial Risk Assessment, Financial Regulations, Standing Orders, Data Protection, Unreasonable Behaviour, Complaints Procedure, Freedom of Information, Equality and Diversity, Health and Safety, Safeguarding, Document Retention and Disposal.

The Clerk confirmed the 2023/24 policy updates are now added to the website. There are no current updates to note.

Item 9: Finance

a) Accounts for payment

The Clerk presented the following items for payment.

Date invoiced	Budget line	Explanation	Amount
28-Apr-23	Grants	Grant to East Woodhay Society for King's Coronation (approved 22/23)	£ 500.00
10-May-23	Clerk's expenses	Clerk CiLCA course (4 sessions via HALC)	£ 350.00
10-May-23	VAT	Clerk CiLCA course (4 sessions via HALC)	£ 70.00

9-May-23	Subscriptions	LCPD/HALC silver membership	£ 198.00
9-May-23	VAT	LCPD/HALC silver membership	£ 39.60
2-May-23	Administration	WHCH bookings for April 2023	£ 30.00
30-Apr-23	Annual Maint Agmnt	Scofell Maintenance and grass cuts 30556	£ 554.04
30-Apr-23	VAT	Scofell Maintenance and grass cuts 30556	£ 110.81
27-Apr-23	Payroll Admin	Red76 Payroll for Apr 23 Inv 5897	£ 16.00
27-Apr-23	VAT	Red76 Payroll for Apr 23 Inv 5897	£ 3.20
25-Apr-23	Clerk's expenses	CiLCA qualification fee with SLCC	£ 450.00
21-Apr-23	Insurance	Zurich Insurance (long term agreement)	£ 1,456.46
17-May-23	Footpaths	Brushcutter Training: Stihl harness for volunteer ranger (Clerk paid)	£ 51.49
22-May-23	Footpaths	Brushcutter Training: Stihl brushcutter from Sam Turner for volunteer ranger (Clerk paid)	£ 697.08
22-May-23	VAT	Brushcutter Training: Stihl brushcutter from Sam Turner for volunteer ranger (Clerk paid)	£ 139.41
5-May-23	Misc Maintenance	A4 Ultimate Signs- replacement signs in WH and HE rec grounds	£ 855.00
5-May-23	VAT	A4 Ultimate Signs- replacement signs in WH and HE rec grounds	£ 171.00
27-May-23	Clerk's Salary		£ 658.61
27-May-23	Litter Warden Salary		£ 451.53
27-May-23	Litter Warden Exps		£ 35.00
27-May-23	Pension Contribution	Nest Direct Debit	£ 70.27
21-May-23	Chairmans's allowance	Drinks and nibbles for AM and APM 22/05/23 (Clerk paid)	£ 98.82
27-May-23	PAYE	HMRC Month 2	£ 162.50
			£
			Total: <u><u>7,168.82</u></u>

The Clerk presented the Accounting Statement and Annual Governance Statement of the AGAR, ready for the internal Audit on 06 June 2023.

The council confirmed it was satisfied with the figures and the statements were signed by the Chairman and Clerk.

Next Meeting: Monday 26th June 2023, EWWH.