

DRAFT Minutes of the Annual Meeting of Lower Slaughter Parish Council

Held in the Village Hall on Monday 8th May 2023, 18.00

Councillors present: Cllrs Classen, Papadakis, Jordison and O'Driscoll
In attendance: 6 members of the public

The meeting commenced at 18.00 and after consultation with the Parish Council and attendees, it was agreed to start with the Annual Meeting of Lower Slaughter Parish Council, followed by the Annual Parish Meeting. This was to allow the co-option of Paul Sinclair to Council because of a vacancy arising after the uncontested local election. Cllr Sinclair was welcomed to the table. In the interest of time, and 8th May 2023 being a Bank Holiday only business critical items had been included on the agenda.

- 230508/1 **To elect the Chairman and receive the Declaration of Acceptance of Office:** Cllr Sinclair was duly elected as Chairman. The Declaration of Acceptance of Office was signed after the meeting.
- 230508/2 **To elect the Vice-Chairman and receive the Declaration of Acceptance of Office:** Cllr Papadakis was duly elected as Vice-Chairman. The Declaration of Acceptance of Office was signed after the meeting.
- 230508/3 **Confirmation the Declarations of Interests have been completed for all Councillors in line with CDC's requirements.** Confirmed by the Clerk. These will be forwarded to CDC in due course.
- 230508/4 **Declarations of Interest:** None.
- 230508/5 **Minutes of Previous Meeting:** Minutes of meeting held on 30th May 2022 were accepted and approved.
- 230508/6 **Matters Arising from the Minutes:** The Clerk confirmed there are no matters to report from the minutes of the previous meeting.
- 230508/7 **Allocation of responsibilities:** Cllr Sinclair advised that a new Clerk was required after the resignation of Hazel McKinna. A short discussion took place on how this role might be filled. It was agreed that the Clerk and RFO role could be combined, and training would be available to a successful candidate via GAPTC. Cllr Sinclair also recommended that new Councillors would benefit from attendance at GAPTC's councillor training courses.
- 7.1 Highways.** Cllr O'Driscoll
- 7.2 Trees.** S. Thomas agreed to continue as Tree Warden.
- 7.3 Allotments.** Cllr Classen.
- 7.4 Finance.** TBC or combined with Clerk responsibilities.
- 7.5 Planning.** Cllr Sinclair
- 7.6 PROW.** Steve Randles agreed via email to continue as Warden.
- 7.7 Snow & Flood.** Cllr Papadakis with possible assistance from a resident.
NB: Council asked ex-councillor S.Thomas to continue to work with LSPC to appoint contractors to manage construction work to the weir. S. Thomas agreed to do this.
- 7.8 Communications/LSVN.** Cllr Jordison
- 7.9 Neighbourhood Watch** Elaine McCormick

Cllr Sinclair took the opportunity to thank Cllr Thornton for his support and dedication in his role as councillor including the preparation of the council's contribution to the LSVN, hands on support in projects such as river clearance and setting up the Lower Slaughters River Watch WhatsApp group. Post meeting note: Mr Thornton will continue to support Cllr Papadakis as Snow and Flood Warden.

230508/8 **To consider any necessary changes to current policies and procedures as documented on LSPC website:** None raised for consideration as Council felt they all met current compliancy guidelines.

230508/9 **To receive the Annual Finance Update:** Cllr Chapman had previously circulated the appropriate finance documentation for review.
9.1 Decision to exempt LSPC from a Limited Assurance Review. It is hereby confirmed that neither the Gross Annual Income or Gross Annual Expenditure of Lower Slaughter Parish Council exceeded £25,000.00 in the year of account ended 31 March 2023, and that the qualifying criteria as set out in the Certificate of Exemption have been met.
As such, LSPC wishes to certify itself as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and has resolved to sign the Certificate of Exemption.

This Resolution was passed by all Councillors present at the meeting.

9.2 Approval of the Annual Governance Statement for 2021/22. The Parish Council has reviewed the finances, procedures and Accounting Statements for the year ended 31 March 2023 and has resolved to Approve the Annual Governance Statement 2022/23 which forms Section 1 of the Annual Governance and Accountability Return 2022/23 Form 2.

This Resolution was passed by all Councillors present at the meeting. With respect to the requirement to undertake an Internal Audit of the activities of the PC, it was agreed that Stephen Roberts would be asked to undertake this process.

9.3 Approval of the Accounting Statements for 2021/22. Having approved the Annual Governance Statement, Council then confirmed that the Accounting Statements for the financial period 2022/23 have been reviewed and resolved to approve this statement as presented in Section 2 of the Annual Governance and Accountability Return 2022/23 Form 2.

This Resolution was passed by all Councillors present at the meeting.

9.4 Presentation of the Financial Report since the last meeting. As of 30th April 2023, the Parish Council can report that the Available Reserve Account balance stood at a value of £4,051 and, due to the recent payment of the first instalment of the Precept, stood at £7,139. This gives a combined available funding of £11,191, ensuring the Council remains financially robust.

9.5 Notification of payments made since the last meeting. Since the last meeting of the Parish Council, there have been two regular payments to Castle Water for allotment water rates, each of £8.50.

9.6 Approval of Payments Due. The Council were requested to approve four payments at this meeting:

- The sum of £103.20 for the provision of Payroll Services from PATA for the year.
- The sum to cover the Clerks Wages and Expenses for March 2023 to the amount disclosed in the non-redacted version of the Finance Report.
- A provisional sum of up to £150.00 to match the contribution of the Village Hall Committee for the Coronation celebrations for His Majesty King Charles III. Please note, the actual amount claimed was £122.72.
- A Payment of £45.00 to Finemow Grass Cutting Services for April Grass Maintenance.

230508/10 **Date of next Annual Meeting: Monday 20th May 2024 (TBC).**

Please note, the Parish Council agreed to hold 4 Parish Council meetings per year instead of six. The next meeting will be held in August and the council have asked the village hall committee for availability of the village hall. The next general meeting will be announced in the usual way.

Meeting ended: 18.35.

APPENDIX

Lower Slaughter Parish Council

Finance Report for Meeting of 5 May 2023

Current Financial Position (9.4)		(at 30 April 2023)	
Reserves Account	£	49,509.08	
Reserved for Weir/River Repairs	£	20,000.00	
Reserved for TRO management	£	10,000.00	
Reserved for PROW Improvements	£	10,000.00	
Reserved for Village Projects	£	5,457.59	
Available Reserves	£	4,051.49	£ 4,051.49
Treasurer's Account			£ 7,139.37
		Total	£ 11,190.86

Receipts since last meeting on	Mar-23	
CDC Precept for 2023/24 (First Installment)	£	5,363.00
Bank Interest (March & April)	£	54.61
NGCD Wayleave Payment	£	4.76
	£	5,422.37

Payments made since last meeting on	Mar-23	
Clerk Wages and Expenses (Jan & Feb)		LGA 1972 s111

Payments to be Noted/Approved by Council

Payments Sanctioned since last Meeting (Minute 9.5)		
Castle Water - water rates (Feb)	£	8.50
Castle Water - water rates (Mar)	£	8.50
Payments to be APPROVED (Minute 9.6)		
Clerk Wages and Expenses (Mar)		LGA 1972 s111
PATA Annual Payroll Service Fee	£	103.20
Provisional Sum for Coronation Celebrations	£	150.00
FineMow Grass Cutting Services	£	45.00

Additional Signature for Approval of Payments:

Initials: Date: Signature: