

DENTON with WOOTTON PARISH COUNCIL

ANNUAL MEETING OF THE COUNCIL (AGM)

22nd May 2023 at 7pm at Denton Village Hall

In Attendance: Cllrs Allyn Thomas, Bob Akehurst, Penelope James and Helen Roberts.

Clerk: Steph Woods

MINUTES

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR THE COUNCIL YEAR 2023-2024

An agreement has previously been made that the Chairman role would rotate every two years between each village. It is now time for a councillor from Wootton to take on the role. Cllr Thomas proposed that he undertook the role as Chairman for this meeting due to not all Wootton Councillors being present to be nominated and to defer the election of Chairman and Vice Chairman to the next meeting. This was seconded by Cllr Akehurst and all councillors present agreed.

2. DECLARATION OF ACCEPTANCE OF OFFICE AND PDI FORMS

All councillors present signed their declaration of acceptance of office which was signed off by the Clerk. Cllr Hodges has already completed his acceptance outside of the meeting. All councillors were reminded to complete their PDI forms and return them directly back to Dover District Council Elections Team.

3. THE CHAIRMAN'S REMARKS AND APOLOGIES FOR ABSENCE

Cllr Thomas thanked the Members and looks forward to another year with the Parish Council. Apologies were received from Cllr Hodges and Cllr Rose (DDC Cllr).

4. DECLARATIONS OF INTEREST (Declarations of Disclosable Pecuniary Interests and Other Significant Interests and Voluntary Announcements of Other Interests of any changes to the DPI register held at Dover District Council)

None were received.

5. FINANCE

a) Annual Internal Audit

This has been completed and circulated to all Councillors. There were no problems identified during the internal audit and the Statement of Internal Control for the year ending 31st March 2023 was signed by the Chairman and Clerk. The document will be put onto the Parish Councils website as part of the 2022/23 Annual Finances.

- b) Certificate of Exception
This was signed by the Chairman and Clerk. The Clerk will email this to Mazar's, the external auditor, with the other information they requested.
- c) Annual Governance Statements for 2023/23
This was signed by the Chairman and Clerk and will be put onto the Parish Councils website as part of the 2022/23 Annual Finances.
- d) Accounting Statements 2022/23
The annual bank reconciliation was signed by the Chairman and the Clerk. The Explanation of significant variances in the accounting statements – AGAR Section 2 for 2022/23 was circulated and agreed by all. Both documents will go onto the Parish Councils website as part of the 2022/23 Annual Finances.
- e) Payments and Receipts
Bank Balance as of 17th May 2023: £37,674.11 (Including grants and reserves)
Payments:
R Edwards – Maintenance of Denton Village Green - £64.00
This payment was proposed by Cllr Thomas and seconded by Cllr James – ALL AGREED.
- f) Section 101 Expenditure
A proposed policy on Section 101 Expenditure was circulated to all councillors by the Clerk and it was proposed that the Parish Council adopted it by Cllr Thomas and seconded by Cllr James – ALL AGREED.

6. TRAINING

Details of training provided by KALC was circulated and any Councillor training should be requested to the Clerk who will ensure it is booked.

7. TO RESOLVE

- a) Information Commissioners Office annual registration fee - Proposed Cllr James, seconded Cllr Akehurst - ALL AGREED
- b) Annual Insurance 2023/24 – three renewal quotes were discussed with the preferred quotation from Zurich being chosen. It was proposed by Cllr Thomas, that subject to a final review from Cllr Hodges, that we purchase the Zurich Insurance. This was seconded by Cllr Roberts – ALL AGREED. The Clerk will check with Cllr Hodges and if he agrees will purchase the insurance after the meeting.

8. CLOSE

There being no further business, the meeting closed at 19:30