

Southorpe Parish Council Annual General Meeting

Minutes of meeting held at Ufford Village Hall at 1900 hours on Wednesday 17 May 2023

Councillors present: Simon Little (SL) (Chair)
Carl Brown (ACB)
Corinna Blackmore (CB)
Peter Corder (PC)
Victoria Haynes (VH)
PCC Ward Councillor David Over (DO)

Parish Clerk: Alison Hurford
Members of the public: Adrian Billing

- 1. Welcome and Introductions**
SL welcomed all attendees to the AGM.
- 2. Declaration of Interests by members**
There were no declarations.
- 3. Apologies for absence**
All parties were present, and no apologies were received.
- 4. Election of Chair**
SL was elected as Charman (proposed by ACB and seconded by CB).
- 5. Election of Vice Chair**
ACB was elected as vice-chairman (proposed by PC and seconded by VH).
- 6. Minutes of the meeting of 11 May 2022**
The minutes of the last Annual General Meeting held on 11 May 2022 were approved as a true record without amendment and signed by the Chairman (proposed by ACB and seconded by VH).
- 7. Chairman's Report**
The Chairman presented his annual report (Appendix 1).
- 8. Finance reports** (to receive, examine and agree the finance report for end of financial year 2022/2023)
VH presented the finance reports and gave an overview of them to the meeting. All parties agreed the reports (Appendix 2).
- 9. Banking arrangements** (to agree the 'banking arrangements' for the year and to agree any changes to the nominated signatories)
Members agreed to continue with the current banking arrangements (HSBC) and there were no changes proposed or discussed in relation to the current nominated signatories.
- 10. Asset Register** (to note the Asset Register dated 31 March 2021)
The clerk's printer and laptop were added to the Asset register which was duly noted by all present (details in Appendix 2).

11. Insurance Cover (to note the extant/proposed insurance cover and decide whether it is adequate)

The current insurance cover in place for SPC was deemed to be adequate. A Certificate of Public Liability to be placed on the Notice Board and on the website.

12. Standing Orders (to consider the need for additional Standing Orders, or amendments to existing ones)

The following policies were adopted and agreed:

Data Breach Policy

Subject Access Request Procedure

Complaints Procedure

Health and Safety Policy

Code of Conduct

All policies will be on the Council website.

The meeting was closed at 1915 hours.