

Shimpling Parish Council
Minutes of Annual Meeting of the Council (AGM)
Monday 15th May 2023, 7:00pm at Shimpling Village Hall

Present:

Councillors: David Dunkley (Chair), Nathalie Brown, Hans Engstrom

Clerk: Natasha Byford

Members of Public: Two

1. Election of Chair and Vice Chair

The Clerk opened the meeting and welcomed those in attendance. The Clerk then asked for nominations for election of a new Chair. A nomination was received for Councillor Dunkley to Chair the council. This was seconded by Councillor Engstrom. There being no other nominations, this proposal was voted on and confirmed. Councillor Dunkley signed the acceptance of office declaration.

Nominations were then invited for the position of Vice Chair. No nominations received.

2. Election of Councillors

Councillors had been elected on 9th May 2023. Each councillor signed their acceptance of office witnessed by the Clerk. It was agreed by members that Cllr Shrimpton and Cllr Brunwin would sign their declarations of office at the next meeting in July 2023.

Action: Clerk to add an item to July agenda for Cllrs Shrimpton and Brunwin to sign their declarations.

3. Apologies for absence:

Cllr Shrimpton and Cllr Brunwin sent apologies and this was noted and accepted.

4. Declarations of Members Interest(s):

4.1 Review of Register of Interests:

All Councillors present gave the Clerk their updated register of interest forms.

Action: Clerk to publish these on the website and the chase Cllr Brunwin and Cllr Shrimpton for their forms.

4.2 To review the requirements of Code of Conduct in respect of declaration of Interest:

Each councillor confirmed they were aware of the content.

Public Participation session

There were two members of the public present. No issues were raised, one MOP thanked the PC for all their hard work over the last year.

5. Approval of minutes of the previous meeting: Members noted that the PC had already agreed the minutes of the last Annual Meeting of the Council in the meeting on 16th May 2022.

6. To review and adopt new Standing Orders for the council revised May 2023:

These were circulated prior to the meeting and the new version was approved by the council and adopted.

7. To note Financial Regs and Internal Control arrangements for the Council:

The Financial Regulations for the council were reviewed and circulated prior to the meeting. It was noted that the internal control methods needed the new Chair signature. The Financial Regulations and Internal Control methods were approved and adopted by the council.

8. To note all Risk Assessments for the PC:

The PC has four current risk assessments: Financial Risk, Playground, Spring Clean and Email. All were reviewed and updated before the meeting and circulated to members. All were approved.

9. To note all the following policies:

- a) Code of Conduct - circulated to members for review prior to the meeting. The PC are using the new version from May 2022 from the Local Government Association, this was approved and adopted by the Council.
- b) Complaints Procedure – circulated to members for review prior to the meeting. This was approved.

- c) Delegation Policy – circulated to members for review prior to the meeting. This was approved.
- d) General Reserves Policy – circulated to members for review prior to the meeting. This was approved.
- e) Public Participation Document – circulated to members for review prior to the meeting. This was approved.
- f) Website Accessibility Statement - circulated to members for review prior to the meeting. This was approved.
- g) Press and Media Policy - circulated to members for review prior to the meeting. This was approved.

10. To note and confirm the following Data Protection Policies:

- a) Privacy Statement – circulated to members for review prior to the meeting. This was approved.
- b) Data Audit Questionnaire – circulated to members for review prior to the meeting. This was approved.
- c) Data Protection and Information Management Policy - circulated to members for review prior to the meeting. This was approved.

11. Internal Audit:

It was proposed that, once again, Suffolk Association of Local Councils (SALC) be appointed as Internal Auditors for the accounts for 2023/24. This was approved.

12. Dates of Meeting:

The council confirmed the dates for meeting this year and next:

- 10th July 2023
- 11th September 2023
- 13th November 2023
- 8th January 2024
- 11th March 2024
- 13th May 2024 – Annual Parish Assembly and Parish Council Annual General Meeting (AGM) followed by a PC Meeting

*The Annual Parish Assembly and the Annual Meeting of the Council (AGM) will both take place on 13th May 2024.

13. To review asset register:

The asset register was reviewed and updated and circulated prior to the meeting. This had been updated earlier in the year to reflect the purchase of the new football goal and AV equipment. It was noted the new gazebo weights need to be added.

This was approved by the council.

14. To review insurance cover:

The Village Hall and Parish Council insurance existing policy reviewed and approved. Clerk to bring new quotes to September meeting.

Chair Dunkley opened the meeting up for any other business.

There being no further business the meeting concluded at 7:14pm.

Natasha Byford

Proper Officer and Parish Clerk

Shimpling Parish Council