

Shimpling Parish Council
Minutes of Annual Meeting of the Council (AGM)
Monday 12th May 2025, 7:00pm at Shimpling Village Hall

Present:

Councillors: David Dunkley (Chair), Liz Brunwin, Gerry Shrimpton, Laurence Rooke, Mark Milhench

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 Brunwin. 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. A nomination was received for Councillor Milhench to Vice Chair the council. This was seconded by Councillor Shrimpton.

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 O'Reilly-Turner would sign her declaration of office at the next meeting she can attend in September 2025.

Action: Clerk to add an item to September agenda for Cllrs O'Reilly Turner to sign her declaration.

3. Apologies for absence:

Cllr O'Reilly-Turner sent her apologies, this was noted.

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

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.

- 5. Approval of minutes of the previous meeting:** The PC agreed the minutes of the last Annual Meeting of the Council in the meeting on 13th May 2024.

Action: Clerk to publish these on the website.

- 6. To note Standing Orders for the council revised May 2024:**

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

- 7. To note Financial Regulations and Internal Control arrangements for the Council:**

The Financial Regulations for the council were reviewed and circulated prior to the meeting. The Financial Regulations and Internal Control methods were approved and adopted by the council.

Cllr Shrimpton made a query regarding the use of personal computers for Parish work, Clerk said she would look into the wording and get clarification.

Action: Clerk to look into the use of personal computers by Cllrs.

- 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.
- h) Model Publication Scheme – a new document for the Council, as recommended by the internal audit, was circulated to members for review prior to the meeting. This was approved and adopted.

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 2025/26. This was approved and members agreed the SALC letter of engagement.

12. Dates of Meeting:

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

- 14th July 2025
- 8th September 2025
- 10th November 2025
- 12th January 2026
- 9th March 2026

- 11th May 2026 – Annual Parish Assembly and Parish Council Annual General Meeting (AGM) followed by a PC Meeting

13. To review asset register:

The asset register was reviewed and updated and circulated prior to the meeting.

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 7:22pm.

Natasha Byford

Proper Officer and Parish Clerk

Shimpling Parish Council