

Minutes of WALTON PARISH COUNCIL Annual meeting held TUESDAY, 16th May, 2023

Present: Councillors: - Armstrong, Hodgson, Hogg, Matthews, Shaw and Weaver.

In attendance: - Clerk, 1 member of the public (EB)

- 001/23 ELECTION OF CHAIRMAN – RESOLVED** nomination for the office of Chairman received for Councillor Shaw, elected unopposed and unanimously.
- 002/23 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN – RESOLVED** Councillor Shaw signed the Declaration of Acceptance of Office.
- 003/23 ELECTION OF VICE CHAIRMAN – RESOLVED** nomination for the office of Vice Chairman received for Councillor Armstrong, elected unopposed and unanimously.
- 004/23 DECLARATION OF ACCEPTANCE OF OFFICE OF MEMBER – RESOLVED** Councillors signed the Declaration forms. Clerk to ensure Councillor Wilkinson signs at the earliest opportunity.
- 005/23 APOLOGIES FOR ABSENCE – RESOLVED** apologies for absence were received and accepted from Councillor Wilkinson and Cumberland Unitary Authority member Mallinson.
- 006/23 REQUESTS FOR DISPENSATIONS – RESOLVED** No requests were received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
- 007/23 DECLARATIONS OF INTEREST – RESOLVED** No declarations by elected members of interests in respect of items on this agenda were received.
- 008/23 MINUTES**
- 008/23.1 MINUTES OF THE MEETING HELD ON 14TH MARCH 2023 – RESOLVED** To authorise the Chairman sign, as a correct record, the minutes of the meeting held on 14th March 2023.
- 009/23 REPRESENTATION ON OUTSIDE BODIES –** To agree representatives on the following outside body
- Walton Village Hall Management Committee
- After a brief discussion it was **RESOLVED** that Councillors Hogg and Hadgson would continue in the roles.
- 010/23 STANDING ORDERS AND FINANCIAL REGULATIONS –RESOLVED** that the review and adaptation was undertaken.
- 011/23 SUBSCRIPTIONS – RESOLVED** To subscribe to the following bodies for 2021/2022 -
- CALC** –£136.08
- SLCC – (Society of Local Council Clerks) £70**

012/23 POLICY REVIEW – RESOLVED the following core policies available were reviewed and adopted for 2023/2024.

012/23/1 COMPLAINTS PROCEDURE

012/23/2 PUBLICATION SCHEME/FREEDOM OF INFORMATION POLICY

012/23/3 MEDIA AND PRESS POLICY

012/23/4 HEALTH AND SAFETY POLICY

012/23/5 EQUALITY AND DIVERSITY POLICY

012/23/6 EQUAL OPPORTUNITIES POLICY

012/23/7 DOCUMENT RETENTION POLICY

012/23/8 FRAUD/CORRUPTION DETECTION & PREVENTION POLICY

012/23/9 FILMING POLICY

013/23 MEETING CALENDAR – RESOLVED dates of future meetings. Clerk to speak with Councillor Brocklebank to ensure maximum availability and if necessary bring suggestions to next meeting.

11th July 2023

12th September 2023

9th November 2023

9th January 2024

12th March 2024

14th May 2024

014/23 PUBLIC PARTICIPATION – RESOLVED thanks were expressed from the Council (via the Chair) to EB for all the Village Hall Management Committee's work over the extended Coronation Holiday period.

015/23 REPRESENTATIVES' REPORTS – RESOLVED No reports were received by representatives on Outside Bodies other than an update on the Coronation celebrations and a **RESOLUTION** to produce a Donations Policy for the Council

016/23 TOWN AND COUNTRY PLANNING APPLICATIONS – NONE

017/23 FINANCIAL MATTERS

17.1 INTERNAL AUDITOR – Council agreed to the appointment of the internal auditor G M Wilson.

17.2 EXPENDITURE TO APPROVE

Amount	Payee	Details
£ 71.69	A Dawes	Clerk/RFO Expenses & Re-imburement of Internal Audit Fee
£151.32	CALC	2023/2024 Subscription
£172.55	A Dawes	Salary, Mileage - April
£ 42.00	HMRC	Inland Revenue - April
£ 70.00	SLCC	2023/2024 Subscription
£240.00	Green Team	Grass cutting

17.3 S137 SPENDING – Noted that there was no spending in the financial year to 31st March 2023 under s137.

17.4 EXTERNAL AUDITOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022/2023 AND EXEMPTION CERTIFICATE

17.4.1 Council approved the Annual Governance Statement for year ending 31st

March 2023.

17.4.2 Council approved the Statement of Accounts for year ending 31st March 2023

17.4.3 Council authorised the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31st March 2023.

17.4.4 Council agreed that Walton Parish Council can certify itself as exempt from a limited assurance review and authorise the Chairman to sign the Certificate of Exemption to be submitted to the external auditor.

17.5 CHEQUE SIGNATORIES – Council agreed to amend, cheque signatories for the council's bank accounts. Removing of former council members Wood and Mark and replace with current council members Hodgson and Matthews. Bank mandate will be updated and Clerk will arrange amendments.

17.6 ASSETS –The assets register was reviewed and amended as appropriate.
Councillor Hogg to check on the condition of the Council Notice Board at Nickies Hill and report.

018/23 TRAINING: - RESOLVED Clerk would bring recommendations for Training for Council members to the next meeting for consideration.

019/23 CORRESPONDENCE AND LITERATURE RECEIVED BY THE CLERK – after an extensive debate regarding the issues of Road Safety in and around the Village Hall / Play Area it was determined that the council would gather both informally and via a formal discussion with parishioners, information regarding requirements for the Play Area to give assurance to Council and the Parish about safety concerns. Issues about solutions regarding the Highway would be deferred to a later date.

020/23 NEWSLETTER - to aim to publish in August. Clerk to ensure 150 copies available.

021/23 AGENDA ITEMS FOR NEXT MEETING – NOTED item for the next meeting – Repair to metal Finger Post adjacent to old Centurion Pub

022/23 DATE OF NEXT MEETING – July 11TH 2023 Village Hall, Walton, 7.30pm.