CLAVERDON PARISH COUNCIL

MINUTES OF THE ANNUAL GENERAL MEETING TUESDAY 9th MAY 2023

CLAVERDON CHURCH HALL @ 7PM

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| Present:  Cllr. Nick Dargan (Chair)  Cllr. Hazel Spiers (Vice Chair)  Cllr. Claire Hammond. Cllr. David Middleton  Cllr. David Goosen Cllr. Ken Meeson & Ken Flood (Clerk)  Cllr Ian Shenton and Martin Fairlie joined the meeting at 8pm | Apologies  Cllr. David Middleton | Parishioners  18 |  |  |
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| **Agenda Item** | **Agenda Ref** |  | **Status** | **Outcome &/or Action- by Whom/Timescale** |
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| **May 22 Minutes** | **No. 23.5.1.0** |  | The Chair signed the AGM Minutes from May ‘22’s meeting as a true record of proceedings. | Minutes will be posted to the new website by the clerk. |
| **Chairman’s Report** | **No. 23.5.2.0** |  | Chair Nick Dargen read his report for 22/23. | Report will be posted to the new website by the clerk. |
| **Election of Officers** | **No. 23.5.3.0** |  | All six councillors present, having completed and returned their Declaration of Interest and Acceptance of Office forms formally assumed their roles following the Election of May 4th 2023 | Expenses forms will be returned before the June deadline |
| **Appointment of Clerk** | **No. 23.5.4.0** |  | The meeting voted in the clerk and responsible financial officer for the year 2023/23 |  |
| **Appointment of Portfolio Holders** | **No. 23.5.5.0** |  | The Chair confirmed that Cllr David Middleton will lead on the planning portfolio which includes planning applications, the NHP and the SWDP. It is the PC’s intention to ensure these are all living documents.  Cllr Hazel Spiers takes on Health & Safety which is a wide brief covering roads and traffic and security. Cllr Spiers will co-opt Steve Lister to assist her.  Cllr. David Goosens will be a director in the new Pavilion CiC which will be detailed later.  Cllr Claire Hammond takes on communications which covers the new village website, social media and the parish magazine.  Cllr Martin Fairlie will be a trustee in the newly established FoYC Registered Charity which will be explained in detail later in this meeting.  Cllr Ken Meeson is responsible for special projects. | Chair to hold one-to-one meetings with each councillor to discuss the priorities and plan. |
| **Annual Governance & Review** | **No.23.5.6.0** | Annual Governance Statement | The Statement was discussed assessed and signed by the Chair and the clerk. | Adopted |
| **Annual Internal Audit** | **No.23.5.6.1** | Annual Internal Audit Report | Was read and discussed | Adopted |
| **Internal Auditor’s report** | **No.23.5.6.2** |  | Was read and discussed | Adopted |
| **Accounts** | **No.23.5.6.3** | Treasury  Yarningale  Deposit | Financial reports presented for all 3 accounts and signed off as the balance precisely. | Chair and Vice Chair will transfer remainder of finances held at Lloyds Warwick to Unity Trust Bank. |
| **Asset Register** | **No.23.5.6.4** |  | Presented and discussed | Further investigations needed before July’s meeting |
| **AGAR Form Signed** | **No23.5.6.5** |  | The Chair and RFO each signed the AGAR form for submission for external audit. | Clerk to finalise and submit to meet the deadline. |
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| **Public Posting and Transparency** | **No 23.5.6.5** | Approved accounts and Submitted AGAR | Will be posted immediately and the consultation period will start on 1st July for the mandated period. | Cllr Hammond to post |
| **Pavilion CiC** | **No. 23.5.7.0** |  | The Chair briefed the meeting about the new CiC | Clerk to include leader in discussions regarding entity setup and insurance. |
| **FoYC** | **No. 23.5.8.0** |  | The Chair briefed the meeting about the new Registered Charity | Clerk to include leader in discussions regarding entity setup and insurance. |
| **Cricket** | **No.23.5.9.1** |  | Mr. Hammond |  |
| **FoYC** | **No. 23.5.9.2** |  | Ian Bowater |  |
| **Tennis** | **No. 23.5.9.3** |  | Mr Butler |  |
| **Pavilion & Ground** | **No. 23.5.9.4** |  | Matt Parker |  |
| **Traffic** | **No. 23.5.9.5** |  | Steve Lister |  |
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| **The Meeting concluded at 8.25pm** |  |  |  |  |