

The Annual Meeting of Great Alne Parish Council was held on Thursday 21 May 2024 at the Function Room, Maudslay House, Great Alne Park, Henley Road, B49 6HX at 6.00pm.

<p>Present</p>	<p>Councillors Mr L Bowring, Mr I Millard, Mrs D Francis, Mrs L Bennett, Clerk (Kyla Brown)</p> <p>Members of the public: 0 at the start, 5 by the end.</p>						
<p>1. Election of Officers</p>	<p>Chairman: Cllr Mr L Bowring- proposed by Cllr Millard, seconded by Cllr Francis and Cllr Bennett. Vice Chairman: Cllr Mr I Millard - proposed by Chairman, seconded by Cllr Francis and Cllr L Bennett.</p>						
<p>2. Co-option of new parish councillor</p>	<p>Mr Ian Taylor had been interviewed for the position of parish councillor, had met the qualifying criteria and has already undertaken a lot of work in a volunteering capacity for the parish council. All existing councillors were very happy to co-opt Mr Ian Taylor. Mr Taylor accepted the position. Cllr Taylor had completed his Declaration of Acceptance of Office and Register of Interests form earlier in the day with the Clerk.</p>						
<p>3. Apologies for Absence</p>	<p>District Councillor Mr Thom Holmes, County Councillor Justin Kerridge.</p>						
<p>4. Declaration of Interests</p>	<p>None.</p>						
<p>5. Receipt of Chairman's Declaration of Acceptance of Office</p>	<p>The Chairman duly read out, completed and signed the Chairman's Declaration of Acceptance of Office, signed in the presence of the Clerk.</p>						
<p>6. Receipt of Councillors' Declaration of Acceptance of Office</p>	<p>The forms were duly completed and signed by all the other Parish Councillors in the presence of the Clerk, namely Cllr Millard, Cllr Francis and Cllr Bennett.</p>						
<p>7. Confirm minutes of Annual Meeting held on 18th May 2023</p>	<p>The Minutes of the Annual Meeting held on 18th May 2023 were approved.</p>						
<p>8. Review of Council Documentation</p>	<p>The following council documentation was discussed following review by the councillors indicated below, with comments as follows:</p> <table border="1" data-bbox="464 1787 1485 1910"> <tr> <td>CODE OF CONDUCT</td> <td>LB</td> <td>Date change required</td> </tr> <tr> <td>STANDING ORDERS</td> <td>LB</td> <td>Date change required. Needs to be signed by councillors and clerk on the updated date.</td> </tr> </table>	CODE OF CONDUCT	LB	Date change required	STANDING ORDERS	LB	Date change required. Needs to be signed by councillors and clerk on the updated date.
CODE OF CONDUCT	LB	Date change required					
STANDING ORDERS	LB	Date change required. Needs to be signed by councillors and clerk on the updated date.					

	FINANCIAL REGS	KB	New model regs drafted and circulated. Cllrs need longer to review and discuss as just provided by NALC. To be discussed at the mid-meeting Zoom catch up and finalised at the July 2024 meeting.
	RISK MANAGEMENT POLICY	IM	Reference to high street bank to be amended to specialist bank ie Unity Trust. Amendment to financial controls and records - IM to track change the amends and circulate. Insurance aspects - review the policy in relation to our insurance policy on renewal next year and tie in with the new cyber insurance.
	COMPLAINTS PROCEDURE	IM	Date change required
	GRIEVANCE AND DISCIPLINARY POLICY	IM	Date change required
	FREEDOM OF INFORMATION PUBLICATION SCHEME	LB	Councillors update - names and details to be updated
	DIVERSITY AND EQUALITY	DF	Date change required
	SOCIAL MEDIA	DF	Date change required
	EARMARKED RESERVES	LCB	Date change required
	SCHEME OF DELEGATION	LB	Date change required / date of review
	FILMING AND RECORDING	DF	Date change required
	DONATIONS	LCB	Date change and change section on donations being permissible to religious organisations
	TREE MANAGEMENT	LCB	Date change
	VOLUNTEER	IM	Date change
	LONE WORKING	LCB	Date Change
	HEALTH & SAFETY	LCB	Date Change
	GIFT AND HOSPITALITY	DF	Date Change
	PRIVACY NOTICE	IM	Date Change
9. Review of Banking Signatories and Bank Mandate	The Clerk was requested to update all policy documents as set out above and update each policy with the date of this review. It was agreed that the Clerk would then add the documents to the GAPC website. The Financial Regulations would be considered and approved at the July 2024 Meeting.		
10. Application for a GAPC credit card	The Clerk confirmed that the current banking signatories and the bank mandate with Unity Trust Bank are the Chairman and the Clerk. Cllr Clark has been removed following his retirement. Councillors Millard and Bennett agreed to be added as signatories. They signed the banking mandate prepared by the Clerk, which will be forwarded to Unity Trust Bank. ID may be required from Cllrs Millard and Bennett in due course.		

<p>11. Report on the Capital Assets and Liabilities Vested in the Council</p>	<p>The councillors agreed in principle to the Clerk making an application for a GAPC credit card, in light of the requirements of the new Financial Regulations. The Clerk explained that she will be able to do this once the new bank signatories had been processed.</p>
<p>12. Review of Hospitality and DPI's Register</p>	<p>The Clerk provided a report on the current asset list of GAPC, and the councillors reviewed the Asset Register. Assets, including all play equipment, new streetlights, new speed detection device, new bin and office equipment, are currently valued at £76,652.13. The Clerk suggested she would remove the old streetlight furniture line item once the final works had been completed.</p>
<p>13. Donations made in 2023/24</p>	<p>The Clerk confirmed there are no liabilities. There will be a potential liability in 12 months after the legal agreements for the SDC CCCF have been signed – as there is likely to be a contractual provision which entitles SDC to claw back the funding if the projects are not delivered within the prescribed timeframe.</p>
<p>14. Authority for receipt of Electronic Delivery of Meeting Papers</p>	<p>The Parish Council register currently holds no entries and there were none to declare again this year.</p>
<p>15. To consider and approve the accounts for 2023/24</p>	<p>The Clerk confirmed that there have been no donations made in the last financial year.</p>
<p>16. To receive, consider and approve the Internal Audit Report for the financial year 2023/2024 and agreement of submission of accounts as part of the AGAR</p>	<p>It was agreed that councillors would continue to receive summons and some associated parish council meeting papers electronically. Most of the meeting papers are published on the Parish Council page of the Parish Council website in line with Transparency Code requirements. Hard copies are available to councillors where required.</p>
<p>17. Approval of the Governance Statements for the AGAR</p>	<p>The accounts year ending 31 March 2024 had been prepared and circulated for review by the Clerk prior to this meeting. The accounts were considered and approved by the councillors.</p>
<p>18. To receive, consider and approve the Internal Audit Report for the financial year 2023/2024 and agreement of submission of accounts as part of the AGAR</p>	<p>The Internal Auditor's Report had been prepared and circulated for review by the Clerk prior to the meeting. There were no recommendations on the internal auditor's report and the councillors considered it to be more than satisfactory.</p>
<p>19. Approval of the Governance Statements for the AGAR</p>	<p>It was agreed that the accounts would form part of the Annual Governance and Accountability Return (AGAR) for 2023/24.</p>
<p>20. Approval of the Governance Statements for the AGAR</p>	<p>Section 1 of the AGAR 2023/24 - Governance Statements were reviewed and approved by the Councillors, with the exception of Box 3, for which the response was 'no'. The Clerk advised that for the 2022/2023 AGAR, Moore, the external auditor, had identified that an incorrect reference had been used for approving the governance statements in the Annual Meeting Minutes. Minute reference 16 was inserted and it should have been minute reference 15. Moore advised that for the 2023/24 AGAR, this inaccuracy would need to be reflected. The Clerk has prepared an explanation for the external auditor which will be submitted with the 2023/24 AGAR.</p>

<p>18. Approval of the Accounting Statements for the AGAR</p>	<p>The section was duly signed and dated by the Chair and the Clerk.</p> <p>Section 2 of the AGAR 2023/24 – Accounting Statements were reviewed and approved by the Councillors. The councillors considered that the variances had been sufficiently explained. The section was duly signed and dated by the Chair and the Clerk.</p>
<p>19. Approval of the submission of the AGAR for 2023/24</p>	<p>The councillors approved the submission of the AGAR 2023/24.</p>
<p>20. Notice of Public Rights dates</p>	<p>The Clerk confirmed that the Notice of Public Rights shall run from Monday 3rd June until Friday 12th July 2024.</p> <p style="text-align: center;">*****</p> <p style="text-align: center;">The Meeting ended at 7pm</p>

DRAFT