

Minutes of Annual Meeting of The Council

Thursday 30th May 2024 at 6.15pm

Skeeby Jubilee Village Hall

Minutes

1. Election of Chairman

Cllr I Moreton- Proposed by Cllr K Richardson, seconded by Cllr J Budden.

2. Acceptance of Office

Cllr I Moreton signed the acceptance of office.

3. Apologies- None received.

4. The Minutes of the Annual meeting held on Thursday 25th May, 2023 had previously been approved at the ordinary meeting held in July 2023 and reaffirmed at this meeting as a true and accurate record.

5. Election of Vice-chairman.

Cllr J Budden- Proposed by Cllr R Dixon, seconded by Cllr K Richardson.

Cllr J Budden signed the acceptance of office.

6. The Chairman's Annual Report was received. A copy is filed with these minutes.

7. The Clerk was appointed as the Responsible Financial Officer for the coming year.

8. The Responsible Financial Officer's Year End report was received. A copy of which is filed with these minutes.

9. The Asset Register was approved.

10. Annual Governance and Return

- i. Certificate of Exemption. It was agreed to certify that during the financial year 2022/23, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed £25,000.
- ii. The Annual Governance Statement was considered, approved and signed.
- iii. The Annual Accounting Statement was considered, approved and signed.
- iv. The dates for the Notice of Public Rights and Publication of Annual Governance & Accountability Return were agreed as Monday 3rd June, through to Friday 14th July 2024.

11. The following policies and procedures were reviewed, and agreed to be adopted.

- i. Standing Orders
- ii. Councillors Code of Conduct
- iii. Complaints Procedure
- iv. Model Councillor Protocol

- v. Risk Assessment/ Management Document
- vi. Financial Regulations
- vii. FOI Publication Scheme
- viii. Financial Risk Assessment
- ix. Parish Clerk's Appraisal policy

12. It was resolved to appoint Councillors J Budden & K Richardson to attend YLCA Branch meetings and to represent the council as voting representatives at those meetings.

13. The date of the next Annual Meeting of the Council was noted as Thursday 29th May 2025.

Meeting closed 18.55pm

Signed.....

Date.....