

WINSTER PARISH COUNCIL

Clerk & Financial Officer: Trisha Dale

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MINUTES OF ANNUAL PARISH COUNCIL MEETING: 9th MAY 2022, 6.30pm in the Burton Institute, Winster.

These minutes are hereby approved as a true and accurate record of the above meeting following Resolution of the Council at its Annual Parish Council meeting on 8th May 2023

Signed Chair of meeting

In attendance: Cllr. Frederickson (Chair), Cllr. Cllr. Robinson, Cllr. Brown, Cllr. Wood, Cllr. Cooper, Cllr Hatfield, Cllr Geddes, Cllr Randles.

Also Present: Clerk/RFO Trisha Dale, Cllr. Spencer, 3 members of the public.

No.	Item
AGM 05/01/22	New Council: A: Cllr Frederickson welcomed all to the Winster Parish Council Annual Meeting. As per protocol and in accordance with Standing Orders Cllr Frederickson stood down. Cllr Frederickson was nominated and elected by the members present as Chair (prop JG 2 nd MR, unan) B: Cllr Hatfield was nominated and elected by the members present as Vice-Chair of the new Council (prop DF 2 nd JG unan). C: Declaration forms to be signed: i) Declaration of office forms duly signed ii) Declaration of office forms by Chair duly signed
AGM 05/02/22	Apologies: None
AGM 05/03/22	Declaration of Interests: None
AGM 05/04/22	Public Participation: None
AGM 05/05/22	Election of the Members to Committee and Working Groups: i) Cllr Hatfield was elected Chair of the Finance and HR Committee with Cllr Robinson, Cllr Brown, Cllr Frederickson elected members. ii) Cllr Robinson, Cllr Wood, Cllr Randles elected members of Environment, Cemetery, Recreation and Open Spaces working group/s. iii) Cllr Brown, Cllr Wood, Cllr Geddes elected members of the Traffic working group. iv) Cllr Frederickson, Cllr Cooper, Cllr Geddes, Cllr Robinson elected member of the Planning working group.

	<p>Additionally, Cllr Geddes, Cllr Hatfield, Cllr Robinson, Cllr Randles, Cllr Brown were elected as members of a Communications working group.</p> <p>v) It was agreed that current terms of reference as per Standing Orders will apply.</p>
AGM 05/06/22	<p>To Elect Representatives to Village Organisations: Councillors were elected as representatives to Village Organisations as follows: Heathcote Charity – Cllr Woods, Cllr Randles Winster Church Charities – Cllr Frederickson Burton Institute Management Committee – Cllr Frederickson, Cllr Geddes, Cllr Brown Winster Playing Fields Association – Cllr Frederickson Winster Pond and Community Orchard Group – Cllr Robinson, Cllr Cooper</p> <p>In addition, Village Shop – Cllr Frederickson</p>
AGM 05/07/22	<p>Annual Review of Policies and Documents: The policies below were reviewed and discussed:</p> <ul style="list-style-type: none"> i) Standing Orders ii) Financial Regulations iii) Code of Conduct iv) Burial Ground Policy and fees v) Equal Opportunity Policy vi) Data Protection Policy vii) Freedom of Information Policy viii) S.137 Policy ix) Complaints Procedure x) Model Publication Scheme <p>It was resolved to adopted the existing policies with agreement to review all polices within the upcoming year were appropriate. As per protocol all policies signed as authorised by the Chair. (prop DF, 2nd MH, unan)</p>
AGM 05/08/22	<p>Annual Review of Inventory of Land, Buildings and Other Assets: A: The Asset Register was reviewed and updated following purchase of a bench and ladders in 2021. (prop DR, 2nd MH, unan)</p>
AGM 05/09/22	<p>Council Ordinary Meetings: It was confirmed that the Council will continue to hold its Ordinary Meetings in the Burton Institute, Winster (or such other place as specified on the agenda for the appropriate meeting) commencing at 7pm on the first Monday of every calendar month (*unless this be required to be changed by law or public holiday).</p>
AGM 05/10/22	<p>Minutes of Last Meeting and Matters Relating Thereto A: The minutes of the previous Annual Parish Council meeting held on 7th June 2021 were considered. The minutes were then approved. (prop DF, 2nd SW majority MR, JG abstained).</p>
AGM 05/11/22	<p>Finance: A: To note the Council’s monetary assets: Bank of Scotland, and for the Chair of the meeting to examine, approve and arrange to sign the bank reconciliation and latest current account statements when available.</p>

		Current Account
	Balance brought forward 1st April 2021	£57,460.33
	Total Income	£31,363.89
		£60,076.27
	Balance	£28,747.95
	Last Statement Balance 31st March 2022	£28,828.03
	Less un-presented cheques	£80.08
	Add uncleared deposits	£0
	Available Balance 1st April 2022	£28,747.95
	<p>B: To approve and instruct the payment by cheque, of presented invoiced items, including the following: (See minutes for Ordinary meeting)</p> <p>C: To note the income and receipts of the Council. Payments received in March:</p> <ul style="list-style-type: none"> i) A. Farren – Allotment - £60.00 ii) Bank Interest - £3.63 iii) Derbyshire Dales – Reimbursement - £2,237.00 <p>D: Section 1 of the Annual Governance and Accountability Return Part 3 – Annual Governance Statement 2021/22 was considered and agreed. (prop DF, 2nd DR, unan) Clerk explained to the Council, following last year’s audit, due to delays providing and communicating the relevant financial details and appropriate forms, assertion 4 is ticked as “no”, this is because during the year 2020/21 there was not the opportunity to inspect and answer questions on the account.</p> <p>E: Section 2 of the Annual Governance and Accountability Return Part 3 – Accounting Statements 2021/22 was considered and agreed. (prop MH, 2nd DF, unan) Clerk explained to the Council, that due to the issues with accounts last year, that all figures shown in Section 2 had to be revisited. Liaising with the external auditor it became apparent that there had been some confusion over terminology and understanding of actual incomes such as re-imbusement (account term advice for future reference – Agency Payment) and how a locum salary was processed. The clerk was able to demonstrate that both payments in question were accounted correctly and included in the relevant box on Section 2 form, therefore there is no change to the 2020/21 figures. The only exception being Box 10 where the figure was overstated and not the actual balance outstanding. This has been amended to show the correct figure for 2020/21 at £975.00.</p>	
AGM 05/12/22	<p>Payments made by direct debit: Current payments made by direct debit reviewed and noted as follows:</p> <ul style="list-style-type: none"> i) Derbyshire Dales District Council ii) ICO – Information Commissioners’ Office iii) Public Works Loan iv) Personnel Hygiene Ltd 	
AGM 05/13/22	<p>Subscriptions: The Council reviewed and agree to continue the following subscriptions:</p> <ul style="list-style-type: none"> i) Membership to Institute of Crematorium and Cemetery Management 2022/23 ii) Membership to the Peak Park Parishes Forum 2022/23 	

<p>AGM 05/14/22</p>	<p>Insurance: Clerk confirmed that arrangements for insurance, in respect of all insurable risks, are currently covered. However, the current policy is due for renewal, a quote has been received and the Clerk is currently questioning the increase in costs. If timescale does not permit it was agreed to continue with the current Insurance Company with the intention to look at the possibilities of providing a new supplier in the following year. (prop JG, 2nd AC, unan)</p>
	<p>This meeting followed by Parish Council Ordinary Meeting.</p>

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