



## Aldworth Parish Council

### Minutes of the Annual Meeting of the Parish Council

Monday 20<sup>th</sup> May 2024, 7.30pm at Aldworth Village Hall

Minute ref: 20/05/24 APM

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<b>Members Present:</b>	Cllr. Kate Walters, Cllr. Ilona Herbert, Cllr. Graham Rutter, Cllr. Laura Coyle (19:30-20:30)
<b>Members Absent:</b>	0
<b>Officers Present:</b>	Mrs Faye Bates(Clerk & RFO)
<b>In Attendance:</b>	0
<b>Meeting Start Time:</b>	19.30pm
<b>Meeting End Time:</b>	21.30pm

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1. Cllr. Walters welcomed all to the meeting. No apologies were received and accepted from Cllr. Walters and quorum was achieved.
2. There were no declarations of disclosable pecuniary interests or other non-registerable interest by members, nor the Clerk.
3. There were no questions or comments from the public as there were none in attendance, nor were there any representations put forward from any member.
4. There were no candidates put forward for co-option, there are two seats available. Cllr. Herbert nominated Cllr. Walters as Chairman, Cllr. Walters nominated Cllr. Herbert as Vice Chair and was seconded by Cllr. Rutter.
5. The Chairmans annual report was received.
6. The minutes from the 11<sup>th</sup> March 2024 were approved and signed.
7. Cllr. Coyle updated the PC on roadworks in local area. Residents have raised concerns regarding gullies. Potential funding is available for footpath works.
8. An update was provided by the Clerk to the councillors regarding the Internal Audit and AGAR. The AGAR and bank reconciliation was signed. Annual Governance & Accountability Return – 2023 to 2024 The Annual Governance Statement for 2023 / 2024 was resolved by all members present to be approved. Page 5 of the AGAR Form 2 was signed by Cllr. Walters and the Clerk. The Accounting Statement for 2023 / 2024 was resolved by all members present to be approved. Page 6 of the AGAR Form 2 was signed by Cllr. Walters and the Clerk. Due to the gross income being less than £25K for the year we confirmed our exemption from a limited assurance review and the Certificate of Exemption was signed by Cllr. Walters and the Clerk. All members present resolved to approve the Statement of Accounts and the Summary Receipts and Payments Forms generated by the Finance Software. These were signed by Cllr. Walters and the Clerk. This concludes the proceedings

- for signing off the AGAR for 2023 / 2024. The Clerk will upload all documents to the website (transparency) and ensure the Notice of Public Rights is available on the Noticeboard.
9. The bank access for the new clerk was approved. Clerk to send off form to Unity bank.
  10. Staffing committee and Terms of Reference were reviewed and confirmed.
  11. The standing orders for Aldworth Parish Council were reviewed and confirmed.
  12. The Financial Regulations for Aldworth Parish Council were reviewed and confirmed, Clerk to investigate new regulations that were recently realised by NALC.
  13. Subscriptions to BALC/HALC and NALC were approved. The clerks membership to SLCC was approved.
  14. The following direct debits were reviewed and approved; GBS Re Public Work, HMRC SDDS and Information Commis.
  15. The asset list was reviewed and updated. The following items were added to the list; new salt bin, table tennis bats, village photo and frame. The Clerk's laptop was updated.
  16. The insurance renewal was reviewed. Clerk and Cllr. Herbert to investigate further as the renewal cost seems high and items covered by the renewal are not required.
  17. The following policies were reviewed and approved; Complaints policy, Freedom of Information Policy, Data Protection Policy, Media Policy, Anti-bullying Policy, Grievance & Disciplinary Policy, Equality Policy, Temporary Scheme of Delegation Policy, Grant awarding Policy, Community Engagement Policy. The reserves policy was approved, clerk to update figures.
  18. The S.137 expenditure value for 2023 / 2024 was confirmed as £9.93 per elector, with 222 on the January 2023 Electoral Roll, meaning the spending limit for s137 in 2023 / 2024 was £2,204.46. The clerk is to look into this and present an updated figure at the July meeting.
  19. Two grant applications from ABC to read and St John Ambulance were received and presented to the councillors, the decision was made not to authorise these grants.
  20. The next Parish Council Meeting was agreed to take place on Monday 1<sup>st</sup> July 2024. During the September meeting it will be confirmed the dates for meetings being held in 2025.
  21. The Clerk reported an update from Chris Owens regarding the ongoing footpath works by the village hall. The PC have made this the main priority for the year and approved for Chris Owens to request tenders for the work. Cllr. Walters has requested that the Parish Council's appreciation for all of Chris' work be passed on. Clerk to email Chris.
  22. A road closure notice has been issued by WBC. Aldworth Byway 9 in Aldworth will be closed from 4<sup>th</sup> to 6<sup>th</sup> June. The closure will be between its junction with Starveall Road and its junction with Aldworth Byway 10. Cllr Walters agreed to look into this and confirm which roads it will affect and then put the information on the Aldworth Whatsapp group.
  23. An email was presented to the Councillors from a member of the parish regarding parking on Bell Lane. It was decided for the clerk to contact the local highways officers and local PCSO for advice on how to deal with the issue. Clerk to email the member of public to report update.
  24. It was approved by the councillors for Rialtas to complete year end accounts. This will cost £569 exc VAT. Clerk to investigate using an excel spreadsheet going forward for the accounts.
  25. It was reported that the bank balance as of 20<sup>th</sup> May 2024 was £17,526.52
  26. Further questions or comments were received from members of the public via the suggestion box in the village hall. These were:
    - a. *To use the village noticeboard and The Leaflet to publicise events happening in the village.* Approved
    - b. *To make a note of all suggestions from parishioners in the minutes of the PC meetings.* Approved
    - c. *To improve the entrance to the recreational grounds as it is very rough and muddy.* The PC will look into this, at the moment the priority is the footpath.

With there being no further business to discuss, Cllr. Walters thanked everyone for attending and the meeting ended at 21.30pm.

The remaining meetings for 2024 are scheduled for Monday 1<sup>st</sup> July, Monday 16<sup>th</sup> September and Monday 18<sup>th</sup> November at 07:30pm.

Signed: .....

Position: .....

Date: .....

DRAFT