

The Annual Meeting of Great Alne Parish Council was held on Thursday 18 May 2023 at the Function Room, Maudslay House, Great Alne Park, Henley Road, B49 6HX at 6.30pm.

<p>Present</p>	<p>Councillors Mr L Bowring, Mr P Clark, Mr I Millard, Mrs D Francis, Clerk (Kyla Brown)</p> <p>Members of the public: 0</p>
<p>1. Election of Officers</p>	<p>Following the local elections on 4th May 2023, the Chairman confirmed that all five parish councillors had been re-elected and the election was unopposed.</p> <p>Chairman: Cllr Mr L Bowring- proposed by Cllr Clark, seconded by Cllr Francis. Vice Chairman: Cllr Mr P Clark- proposed by Chairman, seconded by Cllr Francis. Councillor: Mr I Millard- proposed by Chairman, seconded by Cllrs Francis and Clark. Councillor: Mr Mel Jenkins (in his absence)- proposed by Chairman, seconded by Cllrs Francis, Clark and Millard. Councillor: Mrs D Francis – proposed by Chairman, seconded by Cllrs Clark and Millard.</p>
<p>2. Apologies for Absence</p>	<p>Cllr Mel Jenkins (who attended before the meeting to fill in his forms), District Councillor Mr Thom Holmes, County Councillor Justin Kerridge.</p>
<p>3. Declaration of Interests</p>	<p>None.</p>
<p>4. 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.</p>
<p>5. Receipt of Councillors' Declaration of Acceptance of Office</p>	<p>The forms were duly completed and signed by the other re-elected Councillors.</p>
<p>6. Minutes of Annual Meeting held on 12th May 2022</p>	<p>The Minutes of the Annual Meeting held on 12th May 2022 were confirmed.</p>
<p>7. Review of Council Documentation</p>	<p>The following council documentation was reviewed: Council's Code of Conduct, Standing Orders, Financial Regulations, Risk Management Policy, Complaints Procedure, Grievance & Disciplinary Policies, Freedom of Information Publication Scheme, Diversity and Equality, Social Media, Earmarked Reserves, Scheme of Delegation, Filming and Recording, Donations, Tree Management and Volunteer policies and Privacy Notice.</p> <p>The councillors confirmed that they were happy with the majority of the documents so only a change of date is required. The following documents raised the following issues:</p> <p><u>Financial Regulations</u>: Section 5 needs to be amended to reflect the upgrade to internet banking. The parish council no longer uses cheques and has introduced a two-person authentication system for bill payments.</p> <p><u>Grievance and Disciplinary Policies</u> : an update is needed to the ACAS reference date and possibly some further tweaking as a result. The clerk confirmed she would look into this.</p>

	<p>There was some confusion as to which councillor was tasked with reviewing which policies, so it was agreed that the Clerk would send the lists to the councillors again and the documentation review would be revisited in the July 2023 General Meeting.</p> <p>The Clerk was requested to update all policy documents as set out above and update each policy with the date of this review.</p>
<p>8. To Review and Adopt new Lone Working and Health & Safety Policies</p>	<p>The councillors reviewed the new draft policies (as recommended by our internal auditor). They agreed to remove the reference to new starters not lone working for the first month (as that is not practical for either the Clerk's role or the parish councillors). The Councillors will approve this policy at the next meeting.</p> <p>The new Health & Safety policy was approved by the councillors.</p>
<p>9. Review of Banking Signatories and Bank Mandate</p>	<p>The Clerk confirmed that the current banking signatories and the bank mandate with Unity Trust Bank are the Chairman, the Clerk and Cllr Clark. The councillors agreed to keep these signatories. They noted how well the two-person authorisation was working under the new internet banking system.</p>
<p>10. Report on the Capital Assets and Liabilities Vested in the Council</p>	<p>Account balances at 31 March 2023:</p> <ul style="list-style-type: none"> • Unity Account T1 (account ending 348) = £56,144.68 • Unity Account Instant Access (account ending 351) = £9,938.38 <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, street furniture, bins and office equipment, are currently valued at £50,103.</p> <p>The Clerk confirmed there are no liabilities.</p>
<p>11. Review of Hospitality and DPI's Register</p>	<p>The Parish Council register currently holds no entries and there were none to declare again this year. Prior to this meeting, Councillors were provided with new forms to complete following the May elections.</p>
<p>12. Donations made in 2022/23</p>	<p>The Clerk confirmed that donations made in the last financial year area as follows:</p> <ul style="list-style-type: none"> • £800 to Great Alne Cricket Club towards the cost of a new defibrillator that will be available for use by all residents in the parish. • £1,029 was raised by the bottle tombola and raffle during the Jubilee celebration event in June 2022. This money was split between Friends of Great Alne School and the charity Welcome Here! Stratford (who help to settle refugees into our local area, especially from Ukraine).
<p>13. Authority for receipt of Electronic Delivery of Meeting Papers</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>14. To receive and approve the Internal Audit Report for the financial year 2022/2023 and agreement of submission of accounts as part of the AGAR</p>	<p>The auditor's report and accounts year ending 31 March 2023 had been prepared and circulated for review by the Clerk prior to this meeting.</p> <p>There was one recommendation on the auditor's report which is that the budget position is reviewed on a quarterly basis (which the council have been doing in any event since November 2022). The auditor's report and the end of year accounts for the year ending 31 March 2023 were approved by the councillors and it was agreed that they would form part of the Annual Governance and Accountability Return (AGAR).</p>

<p>15. Approval of Accounts & Annual Return – Subject to Audit</p>	<p>Section 1 of the AGAR - Governance Statements 2022/23 were reviewed and approved by the Councillors. There are no trust funds to consider. The section was duly signed by the Chair and the Clerk.</p> <p>Section 2 of the AGAR – Accounting Statements 2022/23 were reviewed and approved by the Councillors. The councillors considered that the variances had been sufficiently explained. The section was duly signed by the Chair and the Clerk.</p>
<p>16. Confirm submission of the AGR for 2022/2023</p>	<p>The councillors confirmed their approval of submission of the AGAR for 2022/23. The Clerk explained that as the gross expenditure for Great Alne Parish Council exceeded £25,000 for the year ending 31 March 2023, GAPC is required to submit the AGAR for a limited assurance review by the external auditor, Moore UK. The Clerk will submit the AGAR as soon as possible after the meeting.</p>
<p>17. Notice of Public Rights dates</p>	<p>The Clerk confirmed that the Notice of Public Rights shall run from Monday 5th June until Friday 14th July 2023.</p> <p>*****</p> <p>The Meeting ended at 7pm</p>