

BONBY PARISH COUNCIL

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Minutes of the Annual meeting of Bonby Parish Council held at 6.45pm on Monday 30th May 2022, at the Village Hall, Bonby.

Present: Chair – Cllr Sarah Harriman.
Cllr Catherine Bishop, Cllr Steve Roberts, Cllr Denise Peachy, Cllr Judith Hurcombe
Clerk – Holly Hanson

No Ward Councillors attended

Public Participation

No members of the public attended.

APCM22/23– 0501

Election of Chairman

- a) Cllr Harriman was unanimously elected as Chairman, and Declaration of Acceptance of Office was received by the Clerk

APCM22/23 –0502

Apologies

- a) None.

APCM22/23 –0503

Declarations of Interest

- a) No declarations of interest were made by any member of the council in respect of the agenda items

APCM22/23 – 0504

Election of Vice-Chairman

- a) Cllr Bishop unanimously elected as Vice Chairman

APCM22/23 – 0505

Co-Option of New Councillor

- a) Councillors Unanimously voted to co-opt Judith Hurcombe into the Parish Councillor Vacancy, the Declaration of Acceptance of Office was received by the Clerk

APCM22/23 – 0506

Internal Audit Report 2021/22

- a) Members received the Internal Audit Report for the 2021/22 year and noted the recommendations

APCM22/23 – 0507

Annual Governance Statement 2021/22

- a) Members considered the Annual Governance Statement.
- b) Members unanimously approved the Governance Statement.
- c) The Governance Statement was signed and dated by the Chair and Clerk.

APCM22/23 – 0508

Annual Accounting Statement 2021/22

- a) Members considered the Accounting Statement and Summary of Accounts.
- b) Members unanimously approved the Accounting Statement and Summary of Accounts.
- c) The Chair signed and dated the Accounting Statement and Summary of Accounts

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APCM22/23 – 0509 Election of Officers

- a) The following were unanimously elected represent the Parish Council at outside meetings and events
 - i) Low Villages Forum – Cllr Harriman
 - ii) Police NATS committee representative – Cllr Harriman
- b) Cllrs Hurcombe, Bishop and Roberts will form the Personnel Committee.
 - i) Councillors reviewed and approved the Personnel Committee Terms of Reference

APCM22/23 – 0510 Responsibilities for Asset Inspections

- a) The following Councillors will be responsible for inspecting the following assets:
 - i) Gilman Trail, benches, bins and fences – Cllr Cath Bishop
 - ii) Playing Field, and barrier – Cllr Judith Hurcombe
 - iii) Carr Lane litter bin and benches – Cllr Cath Bishop and Cllr Steve Roberts
 - iv) Bus Shelter – Cllr Denise Peachy
 - v) Telephone Box – Cllr Steve Roberts
 - vi) Noticeboards – The Clerk
 - vii) Salt Bins – Cllr Harriman
 - viii) Village planters – Cllr Harriman

APCM22/23 – 0511 Re-adoption of Code of Conduct and reminder of review of Register of Interests

Councillors unanimously agreed the re-adoption of the Code of Conduct and confirmed that they had reviewed and updated their Register of Interests

APCM22/23 – 0512 To approve the Internal Auditor for 2022/23

Councillors unanimously approved Brian Brooks as Internal Auditor for 2022/23.

APCM22/23 – 0513 Policies and Procedures

- a) The Standing Orders were reviewed and approved.
- b) The Financial Regulations were reviewed and approved.
- c) The Member/Officer protocol was reviewed and approved.
- d) The Equal Opportunities policy was reviewed and approved.
- e) The Grievance policy was reviewed and approved.
- f) The Freedom of Information Policy was reviewed and approved.
- g) The Risk Assessments were reviewed and approved.
- h) The Asset Register was reviewed and approved.
- i) The Insurance Provision was reviewed and approved.

APCM22/23 – 0514 To review and renew Parish Insurance

- a) Councillors reviewed the current insurance provider and renewal premium
 - b) Councillors reviewed the quote for insurance from an alternative provider
 - c) Councillors reviewed insurance provision from both providers in line with the Asset Register
- Resolved – Councillors resolved unanimously not to renew insurance with Gallagher, and to move the Parish insurance to Zurich

APCM20/23 – 0515 Public Comment

No members of the public attended.