

BONBY PARISH COUNCIL

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Minutes of the Annual meeting of Bonby Parish Council held at 6.45pm on Monday 13th May 2024, at the Village Hall, Bonby.

Present: Chair – Cllr Sarah Harriman.
Cllr Alex Haslett, Cllr Andy Trafford
Clerk – Holly Hanson

No Ward Councillors attended

Public Participation

No members of the public attended.

APCM24/25– 0501 Election of Chairman

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

APCM24/25– 0502 Apologies

- a) No apologies received.

APCM24/25– 0503 Declarations of Interest

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

APCM24/25– 0504 Election of Vice-Chairman

- a) Cllr Haslett unanimously elected as Vice Chairman

APCM24/25– 0505 Internal Audit Report 2023/24

- a) Members received the Internal Audit Report for the 2023/24 year and noted the recommendations

APCM24/25– 0506 Annual Governance Statement 2023/24

- 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.

APCM24/25– 0507 Annual Accounting Statement 2023/24

- 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

APCM24/25 – 0508 To approve and sign the Certificate of Exemption for Smaller Authorities 2023/24

The exemption certificate was unanimously approved and signed.

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APCM24/25 – 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
 - iii) ERNLLCA District Committee Representatives(two) – Cllrs Andy Trafford and Alex Haslett
- b) Due to only having three Councillors, the formation of the Personnel Committee was deferred until new Councillors could be co-opted, until such time all personnel functions will be carried out by Full Council.
 - i) Review and approval of the Personnel Committee Terms of Reference was also deferred.

APCM24/25 – 0510 Delegation of Responsibilities

- a) Councillors discussed devolution of responsibility for responding to planning applications to the Clerk due to the shortened timeframes for responses.
Resolved – To devolve responsibility for responding to planning applications to the Clerk in consultation with Councillors, arranging Extraordinary Meetings for further discussion as necessary.

APCM24/25 – 0511 Responsibilities for Asset Inspections

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

APCM24/25 – 0512 Re-adoption of Code of Conduct and reminder of Register of Interests

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

APCM24/25 – 0513 To approve the Internal Auditor for 2024/25

Councillors unanimously approved Brian Brooks as Internal Auditor for 2024/25

APCM24/25 – 0514 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.

APCM24/25 – 0515 Public Comment

No members of the public attended.