

Constable Burton and Finghall Parish Council

Minutes for Annual General Meeting of the Parish Council on 13th May 2024 at 7.00pm in Constable Burton Reading Rooms

Present: Cllrs Smith, Hale, Gelder, Dalton, Allinson, Residents x 5

1. Welcome by the Chairman and a reminder of the council's expectations for the audio or visual recording of this meeting. Clerk to add the audio/visual recording details to next agenda.
2. Apologies and reasons for absence. Cllr Irwin (work issues), PC Campbell
3. To confirm the minutes of the Annual meeting held on 22nd May 2023 as a true and accurate record. It was resolved to accept the minutes as a true record of the meeting.
4. Election of Officers. Chairman remains as Cllr Smith (Declaration of Acceptance of Office signed), and Vice Chairman Cllr Allinson.
5. Financial report.
 - External audit – approval of Annual Governance Statement 23/24. Cllrs resolved to accept and sign this document.
 - Appointment of Internal Auditor. Margaret Goldie to be appointed as the internal auditor, both finances and PC procedures audited. The maximum cost of this will be £100.
 - Adoption of the accounts for year ending 31st March 2024. Bank reconciliation and annual accounts distributed to all Cllrs present. Some questions about rent of the Reading Rooms but clerk unable to answer as accounts were from before her appointment. Clerk to check.
 - Summary of outgoing 23/24
 - Website £250
 - Wages & admin £1200
 - Insurance £360
 - YLCA membership £220
 - Defib components £320
6. Parish Council documents annual review (Standing Orders, Asset Register, Complaint's procedure, FOI Policy). Asset register updated; all Cllrs resolved to accept this. Clerk suggested that the Standing Orders were the next document that requires review, clerk will work on this and forward draft to Cllrs.
7. Appointment of two Parish Council YLCA representatives. Clerk & Cllr Gelder appointed.
8. Time and location of meetings for the following year.
 - 12th August – Reading Rooms
 - 11th November - ? Finghall (Cllr Allinson will confirm)
 - 10th February
 - 12th MayMeeting closed: 7.25pm