

**ANNUAL MEETING of
STANTON & STREATLAM PARISH COUNCIL
25th May 2023 Stainton Village Hall**

Present J Rowlandson (JR) N B Hutchinson (NBH) B Toulson (BT)
 J Teasdale (JT) A Dobinson (AD) J Taylor (JMT)
 S Chapman (SC) (Clerk)

1. **Apologies** – All councillors in attendance
2. **Election of Chair for 2023 – 2024** Councillor Rowlandson was proposed by J Teasdale and this was agreed by all councillors. Councillor Dobinson was proposed as Vice-Chair and again this was agreed unanimously.
3. **Maintenance & Insurance contracts** - Mr R Toward for the grass cutting and PlaySafety Ltd for the playground inspection. Insurance for 2023 -2024 was renewed with BHIB Insurance and covers the playground, war memorial, street furniture etc.
4. **Banking Arrangements & Annual Accounts** – As previously agreed, there are 3 cheque signatories, two councillors and the Clerk. All cheques must have 2 out of the 3 to sign and a recipient may **not** sign their own cheque. The bank account remains with Barclays. The Annual Accounts as audited by the Internal Auditor, will receive final approval at this meeting and can then be uploaded to the Parish Council website. The balance of account and any payments due are notified at each council meeting.
5. **The Asset Register** as at 31st March was presented and an updated copy will be emailed to each councillor for approval at the next meeting
6. **A Risk Register Assessment** is now available for councillor approval. Copies to be emailed to each councillor for their consideration. Approval at a future meeting is required.
7. **Annual Governance and Accountability Return** year ending 31 - 03 - 2023
 - 7.1 Certificate of Exemption – agreed and signed by the Chair and the Clerk
 - 7.2 Annual Internal Audit Report – completed and signed by the Auditor
 - 7.3 Annual Governance Statement – Agreed as correct and signed by the Chair and the Clerk
 - 7.4 Accounting Statements 2022/23 – Approved and signed by the Chair and the Clerk
8. Appointment of Internal Auditor for 2023/24 – Miss J Cluer
9. Budgetary items for 2023 – 2024 – Refurbishment of Memorial Park wall and playground resurfacing. Grass cutting, clerk’s salary and plantings.
10. Future meeting dates for 2023

27th July

28th September

23rd November