

The ANNUAL MEETING of STAINTON & STREATLAM PARISH COUNCIL

23rd May 2024, Stainton Village Hall

Present J Rowlandson (JR) B Toulson (BT) J Teasdale (JT) A Dobinson (AD)
 N B Hutchinson (NBH) Mr & Mrs Elias S Chapman (SC) (Clerk)

1. **The Chair welcomed everyone to the Annual Parish Council Meeting**
2. **Apologies** – J Taylor (JMT)
3. **Election of Chair for 2024 – 2025** Councillor Rowlandson was proposed for this position and there being no other nominations, his election was agreed unanimously by all councillors present.
4. **Election of Vice Chair for 2024 – 2025** Councillor Dobinson was proposed as Vice-Chair and again this was agreed unanimously.
5. **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 a cheque of reimbursement to themselves. The local Barclays branch is due to close by early 2025 but the Parish Council rarely makes any cash deposits or withdrawals in branch so it was agreed to continue banking arrangements with Barclays.
6. **Annual Accounts** – These have been audited by the Internal Auditor, Miss Cluer, and used to complete this years' AGAR. They will be uploaded to the Parish Council website.
7. **The Asset Register** as at 31st March 2024 was presented and an updated more detailed version will be provided to each councillor for approval at the next meeting
8. **Maintenance & Insurance contracts** - Insurance for 2024 - 2025 was renewed with BHIB (still same company but now known as Clear Cover) and covers the playground, War Memorial, street furniture etc. There has been an increase in the premium since last year but it was not unexpected and the policy still meets the needs of the Council.
9. **Annual Governance and Accountability Return** year ending 31 - 03 - 2024
 - 9.1 Certificate of Exemption – approved & signed by the Chair and the Clerk
 - 9.2 Annual Governance Statement – approved & signed by the Chair and the Clerk
 - 9.3 Accounting Statements 2023/24 – approved and signed by the Chair and the Clerk
 - 9.4 Annual Internal Audit Report – completed & signed by the Auditor
10. **Appointment of Internal Auditor** for 2024/25 – Miss J Cluer
11. **Budgetary items for 2024 – 2025** The major items of expenditure already planned are the refurbishment of the Memorial Garden wall and the installation of new railings and a replacement bus shelter for Stainton Grove. The two metal gates leading into the play area are heavily corroded and both feature regularly in the annual RoSPA inspection report so they will be replaced.
Invoices are still to arrive for the new rubbish bin at Stainton Grove and for the Tree Report. Regular outgoings will be for the grass-cutting contract, plants and compost for the village planters, the Clerk's wages and tax payable to HMRC etc.