THROWLEIGH PARISH COUNCIL

Minutes of the Annual Meeting of Throwleigh Parish Council held on Tuesday, 31st May 2022 at 7.00pm in Throwleigh Village Hall.

Present: Cllr J Crawford (Chairman)

A Warwick-Oliver and J Wisniewski.

Also in attendance: Mrs K Graddock (Parish Clerk).

**THR01 Election of Chairman 2022/23**

**RESOLVED:** That Cllr Jackie Crawford be elected.

(NC)

**THR02 Election of Vice Chairman 2022/23**

**RESOLVED:**  That Cllr Julian Wisniewski be elected.

(NC)

**THR03 Apologies**

Cllr D Jordan and P Wilson.

**THR04 Declarations of Interest**

None.

**THR05 Minutes**

**RESOLVED:** That the Minutes of the meeting held on 11th April 2022 be approved and confirmed as a correct record.

(NC)

**THR06 Public Participation**

None.

**THR07 Co-option of Councillor**

**RESOLVED:** That Matthew Byatt be elected onto the Council and he sign his Declaration of Acceptance of Office.

(NC)

**THR08 Reports from Outside Bodies**

1. **Cllr J McInnes - Devon County Council**

None received.

1. **Cllr P Ridgers - North Devon Council**

None received.

1. **Other reports**

None received.

**THR09 Finance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **DESCRIPTION** | **PAYEE** | **AMOUNT** | **CHQ No** |
| 01 | Salary | K Graddock | £583.24 | 000566 |
| 02 | PAYE | HMRC | £145.80 | 000567 |
| 03 | Expenses - Mileage | K Graddock | £34.20 | 000568 |
| 04 | Helen Chapman | Audit | £55.00 | 000570 |
| 05 | Throwleigh Village Hall | Hire of Hall | £100.00 | 000569 |
| 06 | Throwleigh PCC | Grant - To be ringfenced for the Throwleigh Church. | £330.00 | 000572 |
| 07 | Providence Chapel | Grant | £100.00 | £000571 |

**RESOLVED:** that the Payments as detailed be approved and actioned by the Clerk.

(NC)

**THR10 Annual Governance and Accountability Reports 21/22**

1. **To discuss and agree the Annual Governance Statement detailed in the Annual Governance and Accountability Return 21/22.**

**RESOLVED:** That the Statement be approved and signed.

(NC)

1. **To receive and agree the Accounting Statements contained within the Annual Governance and Accountability Return along with the internal auditor’s report and Internal Control 21/22.**

**RESOLVED:** That the Statements and Internal Auditor Report be approved and signed.

(NC)

1. **To consider and agree the Annual Governance and Accountability Return 21/22**.

**RESOLVED:** That the AGAR for 2021/22 be approved and signed.

(NC)

**THR11 Governance**

**To confirm and approve the following documents**

1. **Risk Assessment.**

**RESOLVED:** That the Risk Assessment be approved.

(NC)

1. **Standing Orders.**

No updates.

**RESOLVED:** That they be approved.

(NC)

1. **Financial Regulations.**

No updates.

**RESOLVED:** That they be approved.

(NC)

1. **Asset Register.**

No updates.

**RESOLVED:** That they be approved.

(NC)

1. **Statement of Internal Control.**

No updates.

**RESOLVED:** That they be approved.

(NC)

1. **To confirm end of year balances and reserves.**

**RESOLVED:** That the balances are: £4412.59, £654.06 and £282.58.

(NC)

**THR12 Councillor reports or items for a future Agenda**

* Is there a particular area within the Parish that some funds could be spent on to improve the area.
* Car left on Highways for quite a while - Devon Council investigating.

Meeting ended at 8.05pm.

Signed: …………………………………………….. Dated: ………………………………