



# DILHORNE PARISH COUNCIL

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**Minutes** of the **ANNUAL ASSEMBLY** held on Tuesday 16<sup>th</sup> May 2023

Meeting was held at Dilhorne Recreation Centre

**Present:** Cllrs. D. Bateman, D Horvath, S. Wildman, E. Whitehall,

**Apologies:** Cllr Carnall

**Members of the Public:** 2

Item	Subject	Description
1	<b>APOLOGIES</b>	Cllr Carnall
2	<b>ELECTION OF OFFICERS</b>	<p>CHAIR – Cllr Bateman was nominated by Cllr Horvath, seconded by Cllr Wildman. All other Councillors were in agreement and Cllr Bateman was duly elected as Chair and Cllr Bateman accepted the position of Chair.</p> <p>VICE-CHAIR – Cllr Horvath was proposed by Cllr Bateman, seconded by Cllr Wildman. All other Councillors were in agreement and Cllr Horvath was duly elected as Vice-Chair.</p> <p>MONITORING FINANCIAL OFFICER – Cllr Whitehall was proposed by Cllr Horvath, seconded by Cllr Bateman. All other Councillors were in agreement and Cllr Whitehall was duly elected as Monitoring Financial Officer and accepted the position..</p>
3	<b>MINUTES</b>	Minutes of the 2022 meeting were signed as a true and correct record at the June 2022 meeting.
4	<b>ELECTION OF REPRESENTATIVES</b>	<p>DILHORNE RECREATION CENTRE – As three Councillors (Bateman, Carnall and Whitehall) are already on the Recreation Centre Committee it was considered that this was acceptable for all to act as representatives.</p> <p>STAFFS MOORLANDS PARISH ASSEMBLY - Cllrs Bateman and Horvath were elected as representatives. Cllr Bateman has voting power. All Councillors can attend but only two will be allowed to sit in the Chamber, extras to sit in public area.</p>
5	<b>REVIEW OF INSURANCE COVER</b>	This is the final year of the 3rd year of the LTA, therefore no action to be taken. Documents received from insurers for 2023-24 there is a slight increase of £1.81 which reflects an increase in IPT tax rate. Policy renewal date is 1st June 2023

Minutes are draft until agreed at the next meeting

Signed *D Horvath* (Chair)

Date 20<sup>th</sup> June 2023

<b>Item</b>	<b>Subject</b>	<b>Description</b>
<b>6</b>	<b>REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS</b>	Clerk advised these had been reviewed and no changes were required.
<b>7</b>	<b>REVIEW OF RISK ASSESSMENT DOCUMENT</b>	Clerk had reviewed the document and no changes were required.
<b>8</b>	<b>REVIEW OF FIXED ASSET REGISTER</b>	Clerk had reviewed the document and no changes were required.
<b>9</b>	<b>REVIEW OF COUNCIL POLICIES</b>	Clerk had reviewed Council policies: - DATA PROTECTION POLICY – no changes required MEDIA RELATIONS POLICY – no changes required SOCIAL MEDIA POLICY – no changes required SAFEGUARDING POLICY - no changes required
<b>10</b>	<b>MEETING DATES</b>	Dates for the next 12 months June 2023 to May 2024 given to all Councillors, copy to go on noticeboards.
<b>12</b>	<b>BANK SIGNATORIES</b>	There are three signatories for the bank accounts. Currently on bank mandate are – Cllrs Bateman and Horvath and Mrs L Cantlay (Clerk). Two signatures are required on all cheques and cheque stub to be initialled by those who sign the cheque. BASC payment allowed in line with Financial Orders but must be approved at meeting prior to payment leaving the account and are set up by Clerk for payment the day following the meeting . These to remain unchanged.
<b>13</b>	<b>CHAIRS REPORT</b>	Cllr Bateman thanked Councillors and Clerk for their support during the last 12 months. Gifts were given to the Ukrainian children staying in the village at Christmas and coronation mugs were given to the school children.
	<b>MEETING CLOSED</b>	19.24PM

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Signed *D Horvath* (Chair)

Date 20<sup>th</sup> June 2023