

ANNUAL MEETING

Minutes and Action Points

Date / Time: Thursday 18th May 2023, 8.00pm

Location: Rushden Village Hall

Councillors Present: Kate Heath (KH) – New Chair, Steve Pettyfer (SP) – Ex-Chair, Graham Lamb (GL), Ian Roper (IR), Jenny Barlow (JB)

In attendance: Mark SG Hopley (MSGH) – Clerk

Item	Description	Status / Action
23/010	To Elect Chair for 2023-24 <ul style="list-style-type: none">Kate Heath was proposed by SP and seconded by GL as Chair for 2023/24 - Carried unanimously.KH signed the Declaration of Acceptance Form which was witnessed by the Proper Officer, MSGH.All Parish Councillors signed new declaration of acceptance forms as it was an election year and these were witnessed by the Proper Office, MSGH.All Parish Councillors signed or handed to the Clerk their expenses forms for the recent elections (unless already submitted). Clerk to submit to the returning officer on their behalf.Jenny Barlow, the newest Parish Councillor, signed the 'undertaking to comply with the code of conduct' form and this was witnessed by the Proper Officer, MSGH.Jenny Barlow signed and submitted her 'Register and Declaration of Interest' form.The remaining parish councillors confirmed that nothing had changed on their previously submitted 'Register and Declaration of Interest' forms.All Parish Councillors could now participate in the meeting.	MSGH
23/011	To receive and accept apologies for absence <ul style="list-style-type: none">None.	-
23/012	Declarations of interest and dispensations <p>a) To receive declarations of interest from councillors on items on the agenda<ul style="list-style-type: none">None.</p> <p>b) To receive written requests for dispensations for declarable interests<ul style="list-style-type: none">None.</p> <p>c) To grant any requests for dispensation as appropriate<ul style="list-style-type: none">NA</p>	-
23/013	To Confirm Responsible Financial Officer (RFO) <ul style="list-style-type: none">Mark Hopley was confirmed as RFO.	-
23/014	To Consider the Financial Reports for the Year Ending 31 March 2023 <ul style="list-style-type: none">Financial Reports were distributed in advance of the meeting to the Parish Councillors.Financial Reports were <i>unanimously accepted</i>.	-

Chairman's Signature:

Date:

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23/015	<p>To Consider / Approve the Annual Governance Statement (Annual Governance and Accountability Return (AGAR) 22/23 Form 2 - Page 5)</p> <ul style="list-style-type: none"> - AGAR distributed in advance of meeting to Councillors. - Resolved to approve the Annual Governance Statement. <i>Unanimously accepted.</i> - KH (Chair) and MSGH (Clerk) signed AGAR Page 5. - 	-
23/016	<p>To Consider / Approve the Accounting Statements (Annual Governance and Accountability Return (AGAR) 22/23 Form 2 - Page 6)</p> <ul style="list-style-type: none"> - Resolved to approve the Accounting Statements. <i>Unanimously accepted.</i> - KH (Chair) and MSGH (RFO) signed AGAR Page 6. 	-
23/017	<p>To Consider / Approve the Internal Audit Report (Annual Governance and Accountability Return (AGAR) 22/23 Form 2 - Page 4)</p> <ul style="list-style-type: none"> - Signed Internal Audit Report distributed in advance of meeting to Parish Councillors. - The Internal Audit was once again conducted by Ann Warner. However, this would be Ann Warner's last year as the internal auditor and the Parish Council expressed its thanks to Ann for her years of audit service. - Mark Hopley confirmed that he had found a replacement for Ann and that Andy Nunn would be taking over for the 2023-24 audit next year. - Resolved to approve the signed Internal Audit Report. <i>Unanimously accepted.</i> 	-
23/018	<p>Formal Declaration that Rushden and Wallington Parish Council are an exempt authority (Annual Governance and Accountability Return (AGAR) 22/23 Form 2 - Page 3)</p> <ul style="list-style-type: none"> - <i>Unanimously accepted</i> that R&WPC are an exempt authority. - KH (Chair) and MSGH (RFO) signed AGAR Page 3 	-
23/019	<p>Review Risk Register</p> <ul style="list-style-type: none"> - Two changes to the register were proposed; <ul style="list-style-type: none"> • Awareness of obligations on the Parish Council on grants awarded to it. • Ensuring that meetings that are called have been called in a proper and legal fashion both in terms of notice and advertising. - <i>Unanimously accepted.</i> - 	-
23/020	<p>Review Standing orders including Finance Regulations, Planning Process and code of conduct.</p> <ul style="list-style-type: none"> - Replaced the word 'Ward' with 'Parish' to reflect that the Parish is made up of two parishes and not two wards. - No other changes proposed. 	-
	<p>Confirm date of next Annual meeting and any items to be included on that agenda</p> <ul style="list-style-type: none"> - Thursday 16th May 2024. 	-
	The Chair closed the meeting at 8.25pm.	-