

# Osmaston and Yeldersley Parish Council

## Annual Meeting of the Parish Council

7:30pm

Tuesday 23rd May 2023

The Shoulder of Mutton PH, Osmaston

### Minutes

**In Attendance:** Cllr Paul Cranstone, Cllr John Naylor, Cllr Wright

#### 01/05/23AMPC Chair's Report

Cllr Wright read out his report for 2022 - 2023 to the Annual Meeting of the Parish Council. They thanked Cllr Cranstone, Cllr Naylor and the Clerk for their support during the year.

Cllr Cranstone, Cllr Naylor and Cllr Wright signed their Declarations of Acceptance of Office and the Register of Disclosable Pecuniary Interests for Elected Members.

*Action: Clerk to forward the completed Registers of Disclosable pecuniary Interests to Electoral Services, DDDC*

#### 02/05/23AMPC Election of Chair

Cllr Wright asked for nominations. Cllr Naylor proposed Cllr Wright, this was seconded by Cllr Cranstone. Cllr Wright accepted and signed the declaration of the Chair's Acceptance of Office.

#### 03/05/23AMPC Election of Vice Chair

Cllrs agreed to postpone election of the Vice Chair and to discuss at the July Parish Council meeting.

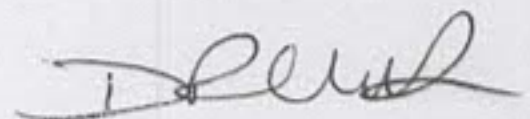
#### 04/05/23AMPC Auditor's Report 2022 - 2023

The Internal Audit was conducted by Sue Stack, Derbyshire Association of Local Councils. Cllrs had no comments or queries and approved the Internal Auditor's Report.

#### 05/05/23AMPC Certificate of Exemption - Annual Return 2022 - 2023

The Clerk read out the Certificate of Exemption checklist. Cllrs approved signature of the Certificate by the Chair and Clerk. Cllrs approved signature of the Certificate by the Chair, Cllr Wright and the Clerk, Fiona Raistrick.

*Action: Clerk to forward to PKF Littlejohn LLP*





**06/05/23AMPC Annual Return 2022 - 2023 - Section 1 - Annual Governance Statements**

Cllrs read through the Section 1, the Annual Governance statement and were in agreement that the statement was correct and approved signing of Section 1 by the Chair, Cllr Wright and the Clerk, Fiona Raistrick.

**07/05/23AMPC Annual Return 2022 - 2023 - Section 2 - Accounting Statements**

Cllrs read through Section 2, the Accounting Statements, and were in agreement that the statement was correct and approved signing of Section 2 by the Chair, Cllr Wright and the Clerk, Fiona Raistrick.

**08/05/23AMPC Discussion & Approval of Statutory Documents**

The Asset Register and the Risk Assessment were sent round to Cllrs with the Agenda, prior to the meeting. Cllrs agreed to review the Standing Orders and the Financial Regulations at the July Parish Council meeting.

- **Standing Orders 2023 - 2024** - to be discussed at the July Parish Council meeting
- **Financial Regulations 2023 - 2024** - to be discussed at the July Parish Council meeting
- **Fixed Asset Register 2023 - 2024** All items are covered under street furniture on the Insurance Policy. Cllrs approved the Asset register.
- **Risk Assessment 2023 - 2024** - the Chair checked the Risk Assessment and signed off.

**09/05/23AMPC Insurance Cover 2023 - 2024**

The Parish Council 3 year deal with BHIB ends on 31<sup>st</sup> May. The Clerk provided two quotes and supporting documents for consideration by Cllrs: one from BHIB for £302.55 and one from Zurich Insurance for £214.00. The Cllrs approved the quote from Zurich and asked the Clerk to confirm with Zurich. Cllrs approved payment of the fee.

*Action: Clerk to arrange for payment of the invoice*

*Action: Clerk to add the certificate of Public Liability to the website*

**10/05/23AMPC Meeting Dates 2023 - 2024**

As Cllrs would like Derbyshire Dales Cllrs to attend when possible it was agreed to move the Parish Council meetings to Thursdays from July 2023.

*Action: Clerk to revise schedule and provide revised dates to Cllrs at the July meeting*

**Meeting ended: 8:15pm**