

SKEEBY PARISH COUNCIL
MINUTES OF A MEETING HELD IN SKEEBY JUBILEE VILLAGE HALL
at 6.15pm, Thursday 25th May 2023

PRESENT- Cllrs I. Moreton, K Richardson, J Budden, R Dixon, J Frankland

IN ATTENDANCE Mrs S Perks (Parish Clerk),

1. Election of Chairman
Cllr K Richardson proposed Cllr I Moreton, seconded by Cllr R Dixon
2. Chairman to sign Acceptance of Office
Cllr I Moreton signed the Acceptance of Office of Chairman
3. Apologies
None received
4. The Minutes of the Annual meeting held on Wednesday 18th May, 2022 were agreed as a true and accurate record. It was agreed these would be signed at the next meeting in July.
5. Election of Vice-chairman
Cllr K Richardson proposed Cllr R Dixon, this was seconded by Cllr J Budden
6. To receive the Chairman's Annual Report.
Received. A copy of which is filed with these minutes.
7. To appoint a Responsible Financial Officer
It was agreed to appoint the Clerk as the Responsible Financial Officer for the 2023/24 financial year.
8. The Responsible Financial Officer's Year End annual report was received and approved.
9. The Asset Registered was reviewed and approved.
10. Annual Governance and Return
 - i. Certificate of Exemption. It was agreed to certify that during the financial year 2022/23, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed £25,000.
 - ii. The Annual Governance Statement was considered, approved and signed.
 - iii. The Annual Accounting Statement was considered, approved and signed.
 - iv. The dates for the Notice of Public Rights and Publication of Annual Governance & Accountability Return have been set as Monday 5th June through to Friday 14th July 2023.
 - v. See item 9.
11. The following policies and procedures were reviewed and agreed to adopt.
 - i. Standing Orders
 - ii. Councillors Code of Conduct
 - iii. Complaints Procedure
 - iv. Model Councillor Protocol
 - v. Risk Assessment/ Management Document
 - vi. Financial Regulations
 - vii. FOI Publication Scheme
 - viii. Financial Risk Assessment
 - ix. Parish Clerk's Appraisal policy

Skeebly Parish Council Sunday 28th May 2023

12. It was agreed to appoint Councillors J Budden and R Dixon to attend YLCA Branch meetings and to represent the council as voting representatives at those meetings.
13. The date of the next Annual Meeting of the Council, Thursday 30th May 2024 was noted.

The meeting closed at 6.50pm

Signed: _____ Date _____
Chairman