

## Minutes of the Annual Meeting of Norton Lindsey Parish Council held in Norton Lindsey Church Room at 7.45pm on 24 May 2022

Present: Cllr J Stobart (Chair); Cllr A Birch; Cllr N Brown; Cllr K Elmhirst  
Parish Clerk: Jennifer Bendall  
Public: None

- 22/05/24-AM/01 To elect the Chairman of the Council**  
Cllr Elmhirst proposed that Cllr Stobart be re-elected as Chairman, seconded by Cllr Birch. AGREED unanimously.
- 22/05/24-AM/02 Record of members present**  
Noted.
- 22/05/24-AM/03 To receive apologies for absence**  
Apologies were received from Cllr Neale who was on holiday and Cllr Mann who was working. APPROVED.
- 22/05/24-AM/04 To receive declarations of interests (existence and nature) on Items on the Agenda**  
None.
- 22/05/24-AM/05 To receive the Chairman's Declaration of Acceptance of Office, or to decide when the Chairman's Declaration of Office, which has not been received as provided by law, shall be received**  
RECEIVED at meeting.
- 22/05/24-AM/06 To elect the Vice Chairman of the Council**  
As in previous years, it was AGREED that NLPC would not elect a Vice Chairman for the forthcoming year.
- 22/05/24-AM/07 To agree dates for Council Meetings for the forthcoming Year**  
It was AGREED to accept the suggested dates for the next year (all dates are Tuesday's unless otherwise stated):  
14 June 2022; 12 July 2022; 13 September 2022; 11 October 2022; 8 November 2022; 13 December 2022; 10 January 2023; 14 February 2023; 14 March 2023; 18 April 2023 – Parish Assembly *avoiding Easter holidays*; 9 May 2023 – Annual/Ordinary Meetings
- 22/05/24-AM/08 To review Council Committees / Working Parties, including Delegation of Functions to Committees, and appoint Members as applicable**  
It was AGREED that no Committees or Working Parties are required at this time, and that Cllr Elmhirst would continue to review the accounts on a bi-monthly basis.
- 22/05/24-AM/09 To appoint Representatives to Sit on Outside Bodies**  
It was AGREED that Cllr Mann would continue to represent NLPC on the Village Hall Committee, and that Cllr Stobart would continue to be the NLPC representative with the Claverdon & District Nursing Association.

- 22/05/24-AM/10 To appoint an Internal Auditor for the financial year 2022/23**  
The Clerk advised that she has tried to contact Mr R Smith regarding the 2022 Independent Internal Auditor but that to date she has been unable to reach him. It was AGREED to continue using Mr Smith's services if he is willing and able to do the audit, and that the Clerk will notify NLPC if she cannot reach him or if he is unable to do it.
- 22/05/24-AM/11 To review Cheque Signatories and arrange to sign appropriate Bank Mandate if there are any changes**  
It was AGREED that no changes are required.
- 22/05/24-AM/12 To receive the Parish Council's Statement of Finances at 31 March 2022**  
The unaudited Statement of Finances as at 31 March 2022 were received and noted.
- 22/05/24-AM/13 To review the Parish Council's Asset Register**  
The Clerk advised that the Asset Register has been updated to add the blue metal plaques.  
APPROVED.
- 22/05/24-AM/14 To agree the Parish Council Action Plan for 2022/23**  
AGREED.
- 22/05/24-AM/15 To review the Parish Council's Standing Orders and Financial Regulations**  
NLPC's Standing Orders were reviewed and amended in line with the recently updated NALC model Standing Orders (section 18 – procurement). The Financial Regulations were readopted unchanged for the forthcoming year.
- 22/05/24-AM/16 To review the Council's insurance provision**  
The Clerk advised that Norris & Fisher had recently advised that they no longer offer insurance for parish councils, and that the biennial review of insurance provision for NLPC was due to take place in any case. Three providers had been contacted for quotes – Zurich Parish and Town Insurance, Arthur J Gallagher Insurance Brokers and BHIB Councils Insurance. Zurich and Gallagher had submitted quotes (£264.00 and £762.98 respectively). BHIB did not respond to the request for a quote. It was AGREED that NLPC would accept the Zurich quote.
- 22/05/24-AM/17 To review subscriptions**  
NLPC's membership of WALC (the Warwickshire and West Midlands Association of Local Councils) was approved at March 2022 ordinary meeting. It was AGREED that as in previous years, NLPC would pay for the Clerk's membership of the Society of Local Council Clerks in 2022, but that it would be suggested to WPC that in future they pay for alternative years as they will also benefit from the Clerk's membership.
- 22/05/24-AM/18 To consider training requirements for Councillors**  
No training requirements were identified at the present time.
- 22/05/24-AM/19 Close**  
The meeting closed at 8.20pm