

**APPLETON WITH EATON PARISH COUNCIL**

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**Members of Appleton with Eaton Parish Council  
are summoned to the Annual Parish Council Meeting  
Monday, 23<sup>rd</sup> May 2022  
at 7:15pm Village Hall**

*Allison Leigh* – Parish Clerk

**MINUTES**

**Present:** Chairman Liz Gilkes (The Chairman), Councillors John Adams (JA), Stephen Day (SD), Andy Salmon (AS) and Sue Sternberg (SS), Clerk, Allison Leigh (the Clerk)

**22/43: Appointment of Chairman:** LG reported she would like for someone to take on the role of Chairman. No other councillors wished to take this role, so SD nominated LG as Chairman until the next meeting, JA seconded and LG agreed to act as Chairman until the next meeting.

**22/44: Appointment of Vice-Chairman:** LG nominated Mary Carey for Vice Chairman and SS seconded. LG reported that Mary Carey is happy to continue as Vice Chairman.

**22/45: Signing of Declaration of Acceptance:** LG signed the Declaration of Acceptance for the month and MC will sign the Declaration of Acceptance at the June meeting.

**22/46: Apologies for Absence:** Vice Chairman Mary Carey (MC) and Councillor Teresa Bennett (TB)

**22/47: Declarations of interest:** None

**22/48: Public questions and statements:** No members of the public were present.

**22/49: Reports from District and County Councillors:** None

**22/50: Staffing Committee:** The council resolved to establish a Staffing Committee. SS will join the Committee along with LG and SD. The council resolved to adopt the Terms of Reference for the Staffing Committee.

**22/51: Review and acceptance of the following:**

- **Code of Conduct:** The Clerk advised that this will go on the next agenda as the Vale of White Horse District Council has sent an updated Code of Conduct.
- **Standing Orders:** The Council resolved to adopt the Standing Orders.
- **Financial Regulations:** The Council resolved to adopt the Financial Regulations.
- **Risk Assessment:** The Council resolved to adopt the Risk Assessment.
- **Asset Register:** The Council resolved to adopt the Asset Register, but the Clerk needs to update it.
- **Members roles on and Terms of Reference for committees:** For the Staffing Committee, see agenda item 22/50. For the Terms of Reference for the Leisure and Recreation Committee, the Council resolved to adopt the updated Terms of Reference. SD agreed to join the Leisure and Recreation Committee. JA and MC remain on the Committee with JA acting as Chairman.
- **Document Retention Policy:** The council resolved to adopt the Document Retention Policy.
- **Data Protection Policy:** The council resolved to adopt the Data Protection Policy.

- **Freedom of Information Publication Policy and Scheme:** The council resolved to adopt the Freedom of Information Publication Policy and Scheme.
- **Media and Press Policy:** The council resolved to adopt the Media and Press Policy.
- **Reserves Policy:** The council resolved to adopt the Reserves Policy.
- **Employment Policy and Complaints Procedure:** The Council asked the Clerk to follow up on an Employment Policy and Complaints Procedure.

**22/52: Insurance Cover:** The Council asked the Clerk to review the insurance once the Asset Register is updated.

**22/53: Agree a Chairman's allowance:** The Council resolved not to proceed with a Chairman's Allowance.

**22/54: Dates of future meetings:** The Council resolved that Parish Council Meetings will occur on the second Monday of every month except in August and on a Bank Holiday. Leisure and Recreation Committee meetings will be held on the third Monday of every other month starting in May.

**22/55: Bank Mandate:** The Council confirmed the bank signatories as Liz Giles, Mary Carey, Sue Sternberg and Stephen Day.

#### **22/56: Finance**

**Recurring payments:** The following payments were confirmed for 22/23:

<u>Organisation</u>	<u>Element</u>	<u>Review Date</u>	<u>Amount for 22/23</u>
OALC	Membership	January 2023	168.37
SLCC	Membership	January 2023	68.40
Dark White Digital	Web hosting and WordPress Updates	January 2023	30.00/month
Open Spaces Society	Membership	January 2023	45.00
Credit Card Annual Fee	Bank fee	January 2023	72.00
Executive Alarms	Alarm check for Pavilion	January 2023	75.00
GFA Premier	Fire extinguisher check for Pavilion	January 2023	75.00
Confirm S137 expenditure 22/23	Confirm donations amount based on electorate for 22/23	January 2023	£8.82 x electorate

#### **Audit 2021 2022**

- **Review and sign Annual Governance Statement 2021 2022:** The Council agreed the Annual Governance Statement 2021 2022 which was signed by the Chairman and the Clerk.
- **Review and sign Accounting Statements 2021 2022:** The Clerk presented the Accounting Statement which she signed and the Council agreed. The Chairman signed these.

- Confirm posting of Notice of Public Rights 2021 2022: The Council agreed to the date of announcement of public rights as the 6<sup>th</sup> June, the date of commencement of public rights as 7<sup>th</sup> June and the date of ending of public rights as 18<sup>th</sup> July.
- Review variances and reserves for 2021 2022: The Council reviewed the variances and reserves for 2021 2022.
- Review any other documentation being sent to the external auditor: The Council reviewed the Bank Reconciliation and information to be submitted with the Annual Governance and Accountability Report.

**22/57: Matters for report:** AS reported he will stand down from the council next year. The council enquired as to the next steps with 20s plenty. AS advised that the recent speed data in the area applied for show the majority of cars are travelling under 20mph.

**22/58: Date of the next meeting:** The date and location of the next meeting were confirmed as 13<sup>th</sup> June 2022 at 7:15pm in the Village Hall.