

# ASTLEY PARISH COUNCIL

## Minutes of the Annual Meeting of Astley Parish Council, Wednesday 4<sup>th</sup> May 2022 7.30pm at Astley Village Hall

### PRESENT

Councillors: K Lloyd, E Bedell, S Robinson, H Mardell, D Williams

### Also Present:

G Power (Locum Clerk), Cllr Lezley Picton (Shropshire Council), 5 members of the public.

#### 1. ELECTION OF CHAIRMAN

Cllr Lloyd nominated, seconded and agreed by all.

**RESOLVED: Cllr Kate Lloyd be Chairman**

It was noted that G Power, previous Locum Clerk, was present, in the absence of D Dorrell (new Clerk), to be Locum Clerk for this meeting, subject to Parish Council approval.

**RESOLVED: Approved.**

#### 2. APOLOGIES D Dorrell, Cllr A Wheeler, Flt. Lt. Stu Mason

#### 3. DECLARATION OF INTEREST

There were none

#### 4. ELECTION OF VICE-CHAIRMAN

Cllr Mardell nominated, seconded and agreed by all.

**RESOLVED: Cllr Helen Mardell be Vice-Chairman.**

#### 5. MINUTES OF ANNUAL MEETING OF ASTLEY PARISH COUNCIL 19<sup>th</sup> May 2021

**RESOLVED: Approved.**

#### 6. APPOINTMENT OF REPRESENTATIVES - SALC Area Committee

Members considered the appointment of representatives to the SALC, Shrewsbury and Atcham Area Committee, up to two representatives to be appointed. This is a meeting that is held quarterly, for representatives from parish and town councils within the Shrewsbury and Atcham area, where they can focus on matters specifically affecting their area.

**RESOLVED: Cllr Morgan and Cllr Lloyd be appointed to the SALC, Shrewsbury and Atcham Area Committee.**

#### 6. OFFICIAL MATTERS

##### 6.1 Internet Banking

Members considered that it was appropriate to add Dianne Dorrell, (Astley Parish Clerk as from 1<sup>st</sup> May 2022) to the parish council banking mandate, in order that she be able to administer and conduct internet banking transactions on behalf of the parish council, as necessary.

**RESOLVED: APPROVED.**

##### 6.2 Internal Audit Report To note Internal Audit Report. (app.2)

##### 6.2a Annual Governance and Return (AGAR) 2021-22

To approve:

##### 6.2b Annual Governance Statement (app.3)

**RESOLVED: Approved.**

##### 6.2c Accounting Statement (app.4)

**RESOLVED: Approved.**

##### 6.2d Bank Reconciliation (app.5)

**RESOLVED: Approved.**

##### 6.2e Certificate of Exemption (app.6)

**RESOLVED: The Parish Council agreed that they were exempt from external audit.**

##### 6.2f Notice of the Period of the Exercise of Public Rights (app.7)

**RESOLVED: Dates approved.**

Signed by Chairman .....

**6.2g Analysis of Variances** (app.8)

**Resolved:** approved subject to change – box 2 Precept 2020-21 should £6878 and 2021-22 £7155.

**6.3 Membership of SALC Renewal**

A discussion took place, renewal membership fee for the financial year 1<sup>st</sup> April 2022 – 31 March 2023 was noted as £246.55, a slight increase from last year's fee, which was £232.81.

**RESOLVED: Approved.**

**6.4 Responsibility for Parish Council Noticeboards**

A short discussion took place. It was agreed that the Councillors presently responsible for the noticeboards would continue.

**RESOLVED: Cllr Lloyd and Cllr Bedell.**

**7. PARISH ACCOUNTS** To note receipts and note/approve payments:

**Receipts**

22.4.20212 - £7,155. Shropshire Council – Precept for 2022-23

**Payments .**

**28.4.2022** £331.79 G Power - April Salary and Expenses (£271.80 salary, Microsoft 365 License renewal £59.99) (unpaid 22.4.22 due to authorisation of payment set up not completed fully prior to payment date)

**28.4.2022** £63.40 HMRC April Tax on Locum Clerk Salary (unpaid 22.4.2022 due to authorisation of payment set up not completed fully prior to payment date)

**6.5.2022** £160.68 SDH Accounting Services - payment for Internal Audit 2022-23

**6.5.2022** £246.55 SALC membership renewal 2022-20223 (inv. 1423)

**6.5.2022** £241.00 Zurich inv. No. 514579198 (insurance renewal 2022-23)

**RESOLVED: Receipt noted. All above payments approved.**

**8. DATE OF NEXT MEETING** – Wednesday 20<sup>th</sup> July 2022, 7.30pm at Astley Village Hall

MEETING CLOSED AT 8.04PM

Signed by Chairman .....