

MINUTES of the Annual Parish Council Meeting of North Leigh Parish Council (NLPC) held on Wednesday 11th May 2022 at 7:00pm in the Memorial Hall

Present: Chairman Greg Matthews (GM), Vice Chairman Julie Minch (JM), Councillors Susie Cusick (SC), Carol Frost (CF), Robert Gunn (RG), Kevin Swann (KS) and Sarah Veasey (SV), Allison Leigh (Clerk) and County Councillor Liam Walker (LW)

24/22. Election of Chairman: CF nominated GM as Chairman and JM seconded. GM accepted the nomination.

25/22. Election of Vice-Chairman: SC nominated JM as Vice Chairman and CF seconded. JM accepted the nomination.

26/22. Signing of Declaration of Acceptance of Chairman and Vice-Chairman: GM and JM signed the Declaration of Acceptance forms.

27/22. Apologies for absence: Councillors Andy Clements (AC), District Councillor Harry St John (HSJ)

28/22. Declarations of interest: None.

29/21. Minutes of the meeting held 14th April 2022: The minutes of the meeting of the 14th April 2022 were approved and signed.

30/22. Adoption of Standing Orders and Financial Regulations: The council will discuss the Standing Orders at its meeting of the 12th May 2022. The council adopted its Financial Regulations, which had not changed from 2021.

31/22. Adoption of Risk Assessment and Asset Register: The council adopted its Risk Assessment and Asset Register. It was noted that the Clerk will update the Asset Register once the Children's Playground refurbishment is complete.

32/22. Adoption of Councillor Roles and Working Groups: The Councillor Roles and Working Groups document was adopted.

33/22. Adoption of Cemetery Regulations and fees: The Cemetery Regulations and fees were adopted with no changes.

34/22. Adoption of bank signatories: The bank signatories were confirmed as:

Andy Clements
Susie Cusick
Harry St John
Kevin Swann

35/22. Adoption of meeting times as the second Thursday of the month at 7:30pm with no regular meeting being held in August: The council confirmed these meeting arrangements for 2022 2023.

36/22. Adoption of Document Retention Policy: The council adopted the Document Retention Policy.

37/22. Adoption of Neighbourhood Plan Committee Terms of Reference: The council resolved that these would be discussed at the Neighbourhood Plan meeting on 1/6/2022 and then reviewed with a view to adopt at the June Parish Council meeting.

38/22: Confirmation of recurring expenses for 2022/2023: The council confirm the following subscriptions/services:

<u>Organisation</u>	<u>Function</u>	<u>Duration</u>	<u>Cost</u>
SLCC	Annual Membership	31/3/2023 – to be reviewed December 2022	£68.40
OALC	Annual Membership	31/3/2023 – to be reviewed December 2022	£383.87 + VAT
Zoom	Annual Subscription	31/3/2023 – to be reviewed December 2022	£119.90 + VAT
Dark White Digital	Webhosting and WordPress Updates	Monthly to be reviewed December 2022	£30/month
WODC	Adventure Playground cleaning	Monthly – to be reviewed December 2022	£/121.47 month + VAT

Multi-Hands	Bus shelter cleaning	Quarterly – to be reviewed December 2022	£110 per visit
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39/22. Public Forum: No members of the public spoke.

40/22. Matters for report: None

Date and time of next meeting: Thursday, 12th May 2022 at 7.30pm.

The meeting finished at 7:10pm.

