

**Minutes of the Winterslow Annual Parish Council meeting held at Winterslow Village Hall, on Monday 13th May 2024 at 19.30 hrs.**

**Present: Cllr Moody, Cllr Brown, Cllr Warnes, Cllr Haynes, Cllr Port, Cllr Thomas, Cllr Sheppard.**

**2 Members of the public**

**078.24 To Elect a Chair for 2024/2025 and for them to sign the Declaration of**

**Acceptance of Office.**

*Winterslow Parish Council resolved to Elect Cllr Moody as Chair for 2024/2025.*

**079.24 To Elect a Vice Chairman for 2024/2025 and for them to sign the Declaration of**

**Acceptance of Office.***Winterslow Parish Council resolved to Elect Cllr Taylor**as Vice Chair for 2024/2025.*

**080.24 To receive apologies** *Cllrs Taylor, Prew and Bradley sent apologies which were duly accepted by the Parish Council.*

*081.24 Declarations of Interest:*

(a) To receive **Declarations of Interest** in respect of matters contained in this agenda.

*None.*

(b).To consider any **Dispensation Requests** received by the Parish Clerk and not previously considered. *None.*

**082.24 To receive the Financial Annual Report from the Responsible Finance**

**Officer**.

The Clerk and Responsible Finance Officer sent a report to the Council prior to the meeting.

(Appendix A.)

**To note the Parish Council Bank balance**

*The Balance at the end of the Financial Year End 2023/2024 is £107,904.71.*

**083.24 To Appoint an Internal Auditor for 2024/2025**

*The Parish Council resolved to appoint J.Bailey as the Internal Auditor for 2024/2025.*

**084.24 (a) To resolve to agree the signing the 2023/2024 Annual Governance Accounting Statement from PKF Littlejohn LLP**

*Winterslow Parish Council resolved and signed the 2023-2024 Annual Governance Accounting*

*Statement from the External Auditor PKF Littlejohn.*

**(b) To resolve to agree the Accounting Statements 2023/2024 from PKF Littlejohn.**

*Winterslow Parish Council resolved and signed the 2023/2024 Accounting Statements from*

*PKF Littlejohn.*

**085.24 To consider and note any changes on the Parish Council Asset Register.**

*This will be considered at the June meeting.*

**086.24 To consider and re-adopt the Parish Council’s Risk Assessment.**

*Winterslow Parish Council noted the Parish Council’s Risk Assessment and were in agreement*

*to review the Risk Assessment and update it where required.*

**087.24 To consider and re-adopt the following policies;**

**(a) The council’s procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**

**(b) Complaints Policy**

**(c) Press and Media Policy**

**(d) Planning Negotiation Policy**

**(e) Standing Orders (Revised Version)**

**(f) Financial regulations**

**(g) Insurance Policy**

*Winterslow Parish Council considered and re-adopted the above policies.*

**088.24 To consider and agree the WPC Roles and Responsibilities structure for 2024/25 as set out in the attached document;**

*Winterslow Parish Council considered and agreed the following roles, see Appendix B.*

**089.24 To receive Annual Reports from;**

**Recreation Ground Chairman** *No report*

**Highways Representative** *See Chairmans report attached.*

**090.24 To receive an Annual report from the Chairman**

*See attached.*

**091.24 To close the meeting**

*The Annual Parish Council meeting closed at 8.03pm.*



**Winterslow Parish Council Roles and Responsibilities Structure 2024-25:**

**A: Committees and Working Groups:**

Committees have delegated powers. Working Groups do not.

Must meet monthly (except if all members agree nothing to discuss)

Chair circulates a written report to Cllrs prior to each PC meeting

Chair submits relevant agenda items.

Promptly handles Parishioners questions/issues

Must have a Barry’s Fields working group (preferably a committee).

Plus: PC/VH working group.

Other working groups but only if chair and members commit to attend and pick up actions.  
**B: Other key PC responsibilities**, should have a proactive **Owner** who:

Regularly communicates with parishioners and external bodies.

Submits agenda items when required.

Gives verbal report at each PC meeting

Promptly handles Parishioners questions/issues

**C: Other regular topics**, should have a **Lead Cllr** who:

Promptly handles Parishioners questions/issues

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject area** | **A: Committee or Working Group. Chair + members** | **B:**  **Owner** | **C:**  **Lead Cllr** |
| Barry’s Fields committee – Combined with Rec working group – Play areas | MJB – IM – MT – SP-BT | MJB |  |
| Finance (working group?) | MT – LH - SP |  |  |
| Rec and Pavilion (working group?) |  |  |  |
| PC/VH working group | MT+IM, GW, RS |  |  |
| Parish Steward |  | IM |  |
| Community engagement (working Group)  Children – Youth – Elderly, Vulnerable, Disability and LGBTQ. Facebook. | GW, MJB, LH, | GW |  |
| Facebook updates |  |  |  |
| Highways |  |  | IM |
| Traffic Management Lopcombe |  | GW |  |
| Traffic Management Winterslow |  | RS |  |
| SIDs |  | RS |  |
| Planning |  | JP |  |
| Play areas |  |  |  |
| Stone Close txfer |  | MT |  |
| Mens Shed liaison |  | Mick B |  |
| Footpaths (Working Group?) | IM |  |  |
| Website |  | Mick B |  |
| Children and youth |  |  |  |
| Elderly and vulnerable, Disability & LGBTQ (working Group?) |  |  |  |
| Trees |  |  |  |
| Parkmoor |  | BT |  |
| Emergency Planning |  | IM |  |
| School Liaison |  | MB |  |
| Health & Safety |  |  |  |
| Police, Neighbourhood Watch |  | Mick B |  |
| Southern Area Board |  | Mick B |  |
| De fibrillators |  | SP |  |
| Village Pond | Volunteers |  |  |
| Litter |  |  |  |
| Transport, buses |  | Lee |  |

