



Minutes of the Annual Meeting of Catcliffe Parish Council

Wednesday 10th May 2023

Catcliffe Memorial Hall Meeting Room

Present: Cllr DeVeaux (Chair), Cllr Marsh (Vice Chair), Cllr Green, Cllr McKiernan

Apologies: Cllr Bayliss, Cllr Simpson

20. Election of Chairman and Acceptance of Office

RESOLVED: That Cllr DeVeaux is Chairman. Acceptance of office forms were completed.

21. Election of Vice Chairman and Acceptance of Office

RESOLVED: That Cllr Marsh is Vice Chairman. Acceptance of office forms were completed.

22. To Co-opt onto the council and Acceptance of Office

RESOLVED: That Cameron McKiernan is Co-opted onto the Parish Council. Acceptance of office forms were completed.

23. To receive apologies and approve reasons for absence

Cllr Bayliss, Cllr Simpson – reasons noted.

24. To receive declarations of Interest.

None

25. To consider exclusion of the press and public by virtue of Public (Admission to Meetings)

Act 1960 due to the confidential nature of the business to be discussed.

N/A

26. Fifteen-minute public discussion period

There were no members of the public in attendance.

27. To approve the minutes of the Parish Council meeting held on 12th April 2023

RESOLVED: That the minutes are a true and accurate record

28. To note matters arising from the minutes, not on the agenda and approve any action to be taken.

None

29. To appoint committees:

(a) Staffing

RESOLVED: That Cllrs DeVeaux, Marsh and Bayliss would make up the Staffing Committee, with other cllrs to form an Appeals/Grievance Committee.

(b) Events

RESOLVED: That all Cllrs would be part of the Events Committee

(c) Trust

RESOLVED: That all Cllrs would be part of the Memorial Hall Trust Committee

The Clerk said she would bring Terms of Reference for each committee to the next meeting for approval.

30. Finance:

- a. **To approve the monthly budget monitoring, bank reconciliation and bank statements**
The Clerk reported that the current bank balance is £82,875.08, and Cllrs went through the above documents
RESOLVED: That the budget monitoring, bank reconciliation and bank statements are approved
- b. **To approve May payments**
RESOLVED: That the May payments are approved
- c. **2022-23 Budget Monitoring and Audit Update**
The Clerk went through the 2022-23 budget monitoring document. She explained that Internal Audit information would be looked at by VAR next week and AGAR documents would be at the next meeting
- d. **To consider and approve finance package**
The Clerk explained the spreadsheet used for last years finances is more for smaller budgets and becomes hard to monitor with larger budgets. She had looked at a finance package aimed at Parish Councils although the first year costs would be £1300, falling to £660 a year after that. It was agreed to try a new spreadsheet for this financial year and see if the package is needed when setting next year's budget.

31. Policies:

- a. **To consider and approve Standing Orders**
RESOLVED: That the Standing Orders are approved
- b. **To consider and approve Financial Regulations**
RESOLVED: That the Financial Regulations are approved
- c. **To consider and approve Vexatious Policy**
RESOLVED: That the Vexatious Policy is approved
- d. **To consider and approve GDPR Policies**
RESOLVED: That the GDPR Policies are approved

32. To discuss updates from any meetings attended by Council members

None

33. Planning:

- a. **To review and discuss new applications - None**
- b. **To review planning determinations - None**
- c. **To discuss other planning matters**
The Clerk said she would get an update about the Harworth Estates planning issue that was delaying the RMBC work being done near the Plough

34. To note all correspondence received and consider any necessary action

An email had been received from the Angling Society asking for help with a litter pick or with paths and notice boards. It was agreed the Parish Council could advertise a community litter pick and provide use of their equipment. The Clerk said she would let them know, and contact Waverley Community Council about the issues with the path.

35. To approve items for the next agenda.

36. To approve the date of the next meeting.

14th June

Meeting Closed 8.30pm

Signed