

**KIRK LANGLEY ANNUAL PARISH COUNCIL MEETING
MINUTES OF THE MEETING IN THE VILLAGE HALL
THURSDAY 2nd MAY 2024**

PRESENT: Cllr H Leonard, Cllr B Whittaker, Cllr P Ryan, Cllr K Lymer, Clerk/RFO – Sian Bacon and there were 3 members of public present.

Reference	Agenda Item	
1/2023-24	Election of Chairman	It was RESOLVED to appoint Cllr Brenda Whittaker to office of Chairman for the coming year. Proposed Cllr Ryan, seconded Cllr Leonard. Cllr Whittaker duly signed her declaration of acceptance of office of Chairman
2/2023-24	Election of Vice Chairman	It was RESOLVED to appoint Cllr Hilary Leonard to the office of Vice Chairman for the coming year. Proposed by Cllr Ryan, seconded Cllr Whittaker. Cllr Leonard duly signed her declaration of acceptance of office of Vice Chairman.
3/2023-24	Apologies for Absence	Apologies were recorded from Cllr Wallis.
4/2023-24	Declaration of Members Interests	No declarations to record.
5/2023-24	Variation of Order of Business	No variations to record.
6/2023-24	Public Participation	None
7/2023-24	Reports from Outside Bodies	No reports to record. The Clerk will contact the AVBC and DCC representatives inviting them to send in a report for each meeting when they can and to confirm when there is nothing to report.
8/2023-24	Review of Policies	It was RESOLVED to accept the Risk Assessment and Management Policy with amendments to the Clerk's notice period to 3 months, to remove the debit card and to update the noticeboard keys being held by the Chair. They will now be re-dated and added to the website as a review. It was RESOLVED to accept the Internal Control Policy as circulated by the Clerk ahead of the meeting. They will now be added to the website. The Reserves Policy will be reformatted by the Clerk and Cllr Whittaker and put to the July meeting. The Complaints Policy will be reformatted by the Clerk and Cllr Whittaker and put to the June meeting.

9/2023-24	Councillor Responsibilities as per the Scheme of Delegation	Planning – It was RESOLVED to elect Cllrs Whittaker and Leonard to the Planning working group. HR Committee – it was RESOLVED to elect Cllrs Whittaker, Ryan and Leonard to the HR Committee
10/2023-24	Review of Asset Register	It was RESOLVED to approve the asset register as presented by the Clerk. This will now be added to the website
11/2023-24	To Approve End of Year Finances 2023/24	It was RESOLVED to approve the End of Year Finance 2023/24 as presented by the Clerk. This will now be added to the website
12/2023-24	To note the dates for the period of public rights	The dates for the period for the exercise of public rights is Monday 3 rd June 2024 to Friday 12 th July 2024.
13/2023-24	To note the internal audit and actions arising	The internal audit was noted
14/2023-24	To Approve the Certificate of Exemption	It was RESOLVED to approve the Certificate of Exemption as presented by the Clerk. This will now be added to the website.
15/2023-24	To Approve the Annual Governance statement	It was RESOLVED to approve the Annual Governance Statement as presented by the Clerk. This will now be added to the website.
16/2023-24	To Approve the Annual Accounting statement	It was RESOLVED to approve the Annual Accounting Statement as presented by the Clerk. This will now be added to the website.
17/2023-24	To note the Audit restatement for the 2022/23 audit	The Audit restatement was noted
18/2023-24	Council Meeting Dates	It was RESOLVED to set the meeting dates for the first Thursday of every month at 7pm except for August.
19/2023-24	Date & Time of Next meeting	The next Annual Parish Meeting will be held on Thursday 1 st May 2025 at 6.30pm at Kirk Langley Village Hall.

The Chairman thanked everyone for attending and the meeting closed at 6.55pm

Signed _____ Chairman/Vice Chairman