

Minutes of the Annual General Meeting of Shilbottle Parish Council held at 6.30 pm on 18th May 2022 IN THE Haven Community Room

Present: Councillors Mrs Douglas, Haddow, Hood, Lewis, Robertson, Councillors Aitchison, Elliott, Storey.

Apologies: Councillor Mrs Taylor and Councillor Huggins.

1. The Clerk opened the meeting and welcomed Councillors. He thanked the Chairman and Councillors for their dedication and commitment throughout the year. She also thanked our County Councillor Trevor Thorne for his continued input.
2. The Clerk asked for nominations for the Chair and Mrs Haddow was proposed and seconded and unanimously elected. The Clerk handed over the meeting to the Chair.
3. The Chair asked for nominations for vice Chair, Councillor Mrs Lewis. Was proposed and seconded and the vote was unanimous.
4. Councillor were elected to specific roles:

Planning - Councillor Storey

Play areas - Councillor Huggins, Taylor and Storey

Liaison with NCC – Councillor Mrs Lewis

Involvement with police - Councillors Aitchison and Mrs Hood **and Mrs Haddow**

Dog Fouling / Litter – All Councillors

Homes for Northumberland - Councillors Aitchison and Mrs Hood

Finance Committee – Councillors Haddow, Douglas, Lewis and Robertson

Cemetery – Councillors Haddow, Lewis, Hood, Elliott and Taylor

Newsletter – Councillors Mrs Haddow, Hood and Lewis

Jubilee – Councillors Mrs Haddow, Hood, Aitchison

Village Remembrance Day – Councillors Mrs Haddow, Hood, Aitchison, Elliott and Douglas.

Financial Report - Clerk

The Clerk gave a full and accurate update of Council finances prior to the internal audit. A definitive statement cannot be made until all cheques are cleared for the financial year. However, a full and comprehensive spreadsheet detailing all transactions was presented to Councillors. In addition, all outgoings are listed every month and approved by Councillors and all cheques are signed and countersigned by two Councillors. Councillors are also given a full account quarterly.

External auditors have been appointed and detailed information on the external audit has already been received.

DATE AND TIME OF MEETINGS

It was unanimously agreed that meetings would take place on the second Wednesday of every month – with the exception of September - unless otherwise agreed for exceptional circumstances. The meetings will continue to take place in The Haven Community Room at 6.30pm.

INTERNAL ACCOUNTANTS

It was agreed to maintain Greaves Grindle as our internal Accountants.

The Council agreed the following priorities for 2022 -2023

Council priorities 2021-2022

- Updating of Asset Register
- Updating of Risk Assessment using Traffic light system which will assist with prioritising maintenance.
- Looking at Internet Access and accompanying hardware and software for Councillors. As Councillors need to use the internet more and more frequently this is something for which we need to formulate a policy. Parish Councillors should not be out of pocket when M.P's and County Councillors not only get a large allowance, they also get all equipment and materials supplied as well as expenses.
- Closely monitoring our SLA with Northumberland. County Council and greatly reducing meeting their level of provision and closely monitoring the work done throughout the year.

- Maintenance of Play areas. Maintaining agreement with Alastair Kidd. Appointing new gardener to renew bark and where feasible to repair equipment. Looking at viability of all play areas.
- Continuing work on Cemetery Records which is a long and arduous task.
- Maintaining close links with NALC. Returning to NALC has been one of our best decisions and Mrs Haddow asked for it to be recorded how helpful Stephen Ricketts has been whenever an issue has arisen.
- Keeping an updated Website
- Continuing with at least one village newsletters per year. Cost of photocopying and distribution was becoming extremely expensive.

The Chair brought this part of the meeting to a close.