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**Minutes of … LITTLE COMPTON**

**ANNUAL MEETING OF PARISH COUNCIL**

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**Here are the Minutes of the Annual Meeting of Little Compton Parish Council held on Monday 20th May 2024 at 7.00pm in the Village Hall.**

**Present : Councillors Matt Povey (Chairman), Nigel Martin, Graeme Evans, Wayne Parker and Clerk, Sarah Elliott and District Councillor Sarah Whalley-Hoggins**

Apologies were received from Cllr Charlie Huntingford

1. The Council re-elected Matt Povey for Chairman, proposed by Nigel Martin and seconded by Wayne Parker.
2. Wayne Parker offered to stand as Vice Chairman, proposed by Nigel Martin and seconded by Matt Povey.
3. Minutes from the meeting 18th March were approved and signed by the Chairman.

**Governance and Compliance :**

1. Nigel Martin offered to continue as councillor looking after the Cemetery in conjunction with the clerk, Sarah Elliott. Two jobs for attention are the cemetery gate damage to be repaired and the tidy-up.
2. Review of Standing Orders. We have adopted NALC’s version of Standing Orders and clerk has noted to send an up-to-date version to all councillors.
3. Risk Assessment : The clerk presented two versions of a standard risk assessment written up by WALC and another; Wayne Parker offered to study both documents and update/edit relevant areas for Little Compton Council.
4. Insurance Cover for Public Liability is offered by Zurich for the coming year due 1st June at £652.82 (was £644.00 last year). Council agreed to pay this sum and two councillors signed the document to approve payment.
5. Review of Freedom of Information and data protection legislation as stated in Standing Orders. Councillor Graeme Evans agreed to continue in his role updating the website ([www.littlecomptonpc.org](http://www.littlecomptonpc.org)) with agendas, draft

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minutes of meetings, financial statements and general updates in accordance with good practice guidelines and transparency requirements.

1. Review of employment of Clerk position and payment system. Clerk to look further into the payroll system and costs involved. Further the SD Cllr suggested that working from home there should be an allowance of £40 per month. Clerk to review salary of nearby clerk and review hours worked average over the year.
2. Review of Council’s complaints procedure. Councillors were updated regarding the procedure. Complaints are dealt with by Democratic Services team at Stratford District Council. Cllr Graeme Evans to check this form is available on the website.

**Accounts** :

1. The budget was considered at a recent meeting and will be reviewed quarterly.
2. Annual Summary of the accounts was presented to councillors and agreed to be a true representation and signed by the Chairman. Petty Cash was checked and signed by the Chairman. Bank statements were verified by all.
   1. Cllr Nigel Martin asked if the cemetery costs should be reviewed and this will be investigated further for discussion.
3. The AGAR was presented to the councillors along with the signed internal auditor’s acceptance page 4. These papers were duly signed by the Chairman and RFO and will be sent to the external auditors Moore SA in the following week and posted onto the council’s website.
   1. The Notice of Public Rights will be put up on 3 June 2024 for the necessary period of 30 days.
4. The internal audit report has not yet been received so will be reviewed at the next ordinary council meeting.

**Financial**

1. Subscriptions list to other bodies was reviewed and agreed to be in order.
2. Review of the council’s assets sheet was agreed to be a true representation.
   1. The council agreed to carry out an in-house inspection of the playground equipment: Nigel and Matt.
3. The timetable for the next year council meetings was presented to be posted onto notice boards and website.

The meeting was closed at 8.10pm

Date of next Meeting will be on Monday 15th July 2024 at 7pm