

Draft minutes of the Annual Meeting of Darley and Menwith Parish Council held on 23 May 2022 from 8pm in Darley Memorial Hall, Sheepcote Lane, Darley

2205/1 Present: Councillors S Welch (Chairman), A Robertshaw, N Nicholas, J McAllister, P Ward, R Ferguson, County Councillor Andrew Murday and the Clerk M Pearson. No members of the public attended.

2205/2 Apologies for absence: Borough Councillor Tom Watson.

2205/3 Election of Chairman and Vice Chairman for 2022/23: Councillor Welch was nominated and elected Chairman. Councillor Robertshaw was nominated and elected Vice-Chairman.

2205/4 Signing of declarations of acceptance of office: All Councillors present signed a declaration of acceptance of office of a Councillor. Councillor Welch signed a declaration of acceptance of office of Chairman of the Council and Councillor Robertshaw signed a declaration of acceptance of office of Vice-Chairman of the Council.

It was agreed that Councillor Dickinson can sign his declaration of acceptance of office of a Councillor prior to, or at, the next meeting of the Council (27 June 2022); **Clerk to arrange.**

2205/5 Register of Interests: New Councillors were reminded that their register of business interests form should be submitted to Harrogate Borough Council (HBC) via the Clerk no later than 6 June 2022. Councillors who were re-elected should review their register and confirm any changes via the Clerk. It was recommended that any organisations that Councillors are members or trustees of should be noted on the register.

It was agreed that new Councillors should prepare a short biography and photograph for the Parish Council website; **Clerk to upload.** It was agreed that Councillors who were re-elected should review their biography and notify Clerk of any changes to be made.

Councillors were reminded that, if outstanding, their return of expenses in relation to the recent elections should be submitted to HBC no later than 3 June 2022.

2205/6 Election / Confirmation of nominated trustees and representatives to other bodies: Nominated trustee and representative roles were confirmed as:

Charity of Isabel Day (S Welch, N Nicholas, J McAllister)
Darley in Bloom (S Welch)
Darley Memorial Hall (N Nicholas)
Darley Playing Fields Association (P Ward)
Focus on Darley (S Welch)
Nidderdale Plus (S Welch)
Nidderdale Safer Neighbourhoods Group (A Robertshaw)
Nidderdale Strategic Partnership (S Welch)
North Yorkshire County Council Unitary Council / Parish and Town Council Working Group (N Nicholas)
Yorkshire Local Councils Associations (N Nicholas).

2205/7 Finance & Legal Requirements

- a) The Annual Internal Audit Report 2021/22 was accepted by the Council. It was noted that the internal auditor had confirmed that everything had been done in accordance with the relevant rules, regulations and procedures. No actions were recommended by the internal auditor; **Clerk to post on the Council website;**
- b) The financial accounting statements for 2021/22 were approved and signed by the Clerk and Chairman; **Clerk to post on the Council website;**
- c) The Annual Governance Statement 2021/22 was completed by the Council and signed by the Clerk and Chairman; **Clerk to post on the Council website;**
- d) The Accounting Statements 2021/22 were approved by the Council and signed by the Clerk and Chairman; **Clerk to post on the Council website;**
- e) It was noted that as the Council's income and expenditure are both less than £25,000 (with no outstanding action relating to the 2020/21 accounts by the Courts or External Auditor) the Council is exempt from External Audit for 2021/22. The Certificate of Exemption was signed by Clerk and Chairman. **Clerk to submit a copy to the External Auditor and to post on the Council website;**
- f) The dates for inspection of Annual Governance & Accountability Return (together with the accounting records for the financial year and documents relating to the records) were confirmed as Monday 13 June 2022 to Friday 22 July 2022. **Clerk to post notice confirming the procedure on the Council notice boards and website on 1 June 2022;**
- g) **Direct debit payments for the year ending 31 March 2023:** Ongoing direct debit payments to E.ON Next (electricity for Christmas lights), and the Information Commissioner's Officer (Data Protection Annual Fee) were approved for 2022/23;
- h) **Annual grants for the year ending 31 March 2023:** It was agreed that a grant of £1,000 should be made to Darley Playing Fields Association for the provision/maintenance of playground equipment (subject to receipt

by the Council of paperwork regarding the grants awarded for the years ending 31 March 2020 and 31 March 2021) and a grant of £125 should be made to Darley Memorial Hall for the upkeep of its car park; **Clerk to action.** Councillor Nicholas declared an interest in this item as a Trustee of the Darley Playing Fields Association and of the Darley Memorial Hall and did not take part in the discussion or vote on this item.

- i) **Changes to Council bank account signatories:** It was agreed that Dave McQueen should be removed as signatory and Councillor Nicholas added as signatory to the Council accounts; **Clerk to draft paperwork.**
- j) **Renewal of insurance cover for the period to 31 May 2023:** It was agreed that the Council should renew with Zurich Municipal under a five-year agreement at a price of £458.83; **Clerk to notify insurers.**

2205/8 Dates for meetings in 2022/23: These were confirmed as: 27 June, 25 July, 26 September, 31 October, 28 November, 30 January 2023, 27 February 2023, 27 March 2023, 24 April 2023 and 22 May 2023.

2205/9 Annual Meeting 2023: The provisional date set for the next Annual Meeting was Monday 22 May 2023.

These minutes are published subject to their approval at the next meeting of the Council