

## **Draft minutes of the Annual Meeting of Darley and Menwith Parish Council held on 22 May 2023 from 7.30pm in Darley Memorial Hall, Sheepcote Lane, Darley**

**2305/1 Present:** Councillors S Welch (Chairman), A Robertshaw, D Dickinson, J McAllister, P Ward, R Ferguson, County Councillor A Murday (part) and the Clerk M Pearson. No members of the public attended.

**2305/2 Apologies for absence:** Councillor J Hayes due to work commitments.

**2305/3 Election of Chairman and Vice Chairman for 2022/23:** Councillor Welch was nominated and elected Chairman. Councillor Robertshaw was nominated and elected Vice-Chairman.

**2305/4 Signing of declarations of acceptance of office:** 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.

**2305/5 Register of Interests:** Councillors were reminded that their register of interests should be reviewed periodically and any changes notified to the principal authority (North Yorkshire Council) via Clerk. It was agreed that a copy of the current register of interests should be provided to each Councillor; **Clerk to action.**

**2305/6 Nominated trustees and representatives to other bodies:** Nominated trustee and representative roles were confirmed as:

Charity of Isabel Day (S Welch, J McAllister, B Dexter)  
Darley in Bloom (S Welch)  
Darley Memorial Hall Charitable Incorporated Organisation (CIO) (D Dickinson)  
Darley Playing Fields Association (P Ward)  
Focus on Darley (S Welch)  
Nidderdale Safer Neighbourhoods Group (A Robertshaw)  
Yorkshire Local Councils Associations (R Ferguson)

It was proposed that Councillor Hayes become the representative to Nidd Plus; **Councillor Hayes to confirm that this is acceptable.**

### **2305/7 Finance & Legal Requirements**

- a) The Annual Internal Audit Report 2022/23 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 2022/23 were approved and signed by the Clerk and Chairman; **Clerk to post on the Council website;**
- c) The Annual Governance Statement 2022/23 was completed by the Council and signed by the Clerk and Chairman; **Clerk to post on the Council website.** It was agreed that the financial regulations and risk assessment should be reviewed annually, starting in 2023; **Clerk to action;**
- d) The Accounting Statements 2022/23 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 2021/22 accounts by the Courts or External Auditor) the Council is exempt from External Audit for 2022/23. 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 5 June 2023 to Friday 14 July 2023. **Clerk to post notice confirming the procedure on the Council notice boards and website on 1 June 2023;**
- g) **Direct debit payments for the year ending 31 March 2024:** 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 2023/24;
- 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 and a grant of £300 should be made to Focus on Darley towards printing costs of the village newsletter. It was noted that the annual grant of £500 was agreed to be paid to Darley Memorial Hall CIO towards the costs of providing its car park for public use was agreed at the Council meeting in April 2023.

**2305/8 Dates for meetings in 2023/24:** These were confirmed as: 26 June, 31 July, 25 September, 30 October, 27 November, 29 January 2024, 26 February 2024, 25 March 2024, 29 April 2024 and 20 May 2024.

**2305/9 Annual Meeting 2024:** The provisional date set for the next Annual Meeting was Monday 20 May 2024.

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