

WIXFORD PARISH COUNCIL

A member of the Warwickshire and West Midlands Association of Local Councils

MINUTES OF ANNUAL PARISH MEETING Held at Exhall Village Hall, on Tuesday 14th May 2024

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| Present: | Cllrs Haworth, Cllr Hales, Cllr Morris, Cllr Parker, Cllr Fryer. |
| Parish Clerk/RFO | Carolyn Ashford |
| Members of the Public: | 5 (five) |
| District & County Councillors | Not present, Cllr Daniels arriving later, Cllr Stanley (family issue unable to attend). |

Meeting commenced 7.30pm

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| 217 | To elect a Chair for the 2024/25 year and signing of Declaration of Office Form Cllr Parker proposed Cllr Haworth be elected to Chair, Seconded Cllr Fryer, all present in agreement. Cllr Haworth duly elected Chair for 24/25. Declaration of Office form duly completed. |
| 218 | To elect a Vice Chair for the 2024/25 year <i>Noted; Cllr Morris unable to attend this evening due to work commitments, has already been asked in advance of this meeting if he is willing to stand for the position. Chair Cllr Haworth confirmed this to be the case.</i> Cllr Fryer proposed Cllr Morris be elected to continue as Vice-Chair, Seconded Cllr Parker, all present in agreement. Cllr Morris duly elected Chair for 24/25. Declaration of Office form to be completed asap. |
| 219 | To note apologies for absence received. Cllr Morris (Work commitment), Cllr Daniells (arriving later), Cllr Stanley (family matter) |
| 220 | Disclosure of Interests. Councillors are asked to declare personal interests in any items on the agenda. Councillors are reminded that the Code of Conduct that takes effect from May 2018 provides that should they have a prejudicial interest in any matter under discussion they should withdraw from the room and not seek to influence a decision about the matter. |
| 221 | To appoint a Parish Council Representative to the Village Hall Committee for 2024 Cllr Haworth proposed Cllr Parker be elected to continue as VHC PC representative, Seconded Cllr Fryer, all present in agreement. Cllr Parker duly elected. |
| 222 | To consider any revisions required to Standing Orders. It was considered that no revisions are currently required to Standing Orders. |
| 223 | Annual Governance and Accountability Return for Year Ending 31 March 2024 <ul style="list-style-type: none">To approve and sign Bank Reconciliation as at 31.03.24To approve Section 1 (Annual Governance Statement 2023/24) of the Annual ReturnTo approve Section 2 (Accounting Statements 2023/24) of the Annual ReturnTo confirm that the Council is exempt from external audit review and complete Certificate of Exemption accordingly.To approve the appointment of K Dunn as Internal Auditor for 2024/25. |

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| | <p>Cllr Parker proposed Seconded Cllr Parker, all present in agreement. K Dunn to be appointed external auditor for the 24-25 financial year.</p> |
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- To approve the Notice Period for Public Inspection of Accounts.
- To confirm the Schedule of Fixed Assets.

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| | <p>Cllr Haworth proposed, Seconded Cllr Fryer, all present in agreement. AGAR reports and statements to be correct, and AGAR to be duly submitted to external auditor by the Clerk/RFO.</p> |
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Meeting finished 7.38pm