

Draft Minutes of the Annual General Meeting of Clawton Parish Council held at Clawton Parish Hall on Monday 9th May 2023 at 7.45pm.

These minutes are subject to amendment at the next meeting.

Present: Chairman: Paul Grafton Vice Chair: Alison Sharp
Parish Cllrs: Roger Mitchell, Adrian Mitchell, Nigel Stacey, Maralyn Bailey, Graham Hames

Sally Whitehead: Clerk

Guests Alison Vassilaki Clarion Editor
Celia Luff WOW Representative

Apologies

No apologies were received prior to the start of the meeting

Notices of validity of nominations were distributed.

Election of the Chair

Cllr Adrian Mitchell Proposed Paul Grafton as Chairman, Cllr Roger Mitchell seconded the proposal, the motion was carried.

Election of the Vice-Chair

Cllr Roger Mitchell proposed Alison Sharp as Vice Chair, Cllr Nigel Stacey. seconded the proposal, the motion was carried

Both Paul Grafton and Alison Sharp accepted office with immediate effect

All Councillors accepted their office as Councillors

Minutes of the last AGM 9th May 2022

Read and accepted by all and signed by the Chairman Paul Grafton

Approval of Parish Council Accounts 2023

The Exemption Certificate of Accounts was approved and signed by Chairman Paul Grafton and the Clerk Sally Whitehead, we qualify as the gross income does not exceed £25,000 the certificate is now ready to send to the External auditors.

The Annual Governance Statement was signed to demonstrate we have a sound system of internal control in preparation of the Accounting Statements.

The Annual Accounting Statements were signed by Chairman Paul Grafton and the Clerk Sally Whitehead

Copies of the Annual accounts were issued to all councillors

Terina Ellacott has audited and signed the accounts.

We do not have an Assets register, Torridge are aware.

Policy Review

Risk Assessment Clerk has found a really old one, the councillors decided to review them at home to take a judgement as one was quite complicated

Reports from Local Groups

St Leonards Church report written by Irene Ellis and read by their Chairman Paul Grafton, WOW from their leader Celia Luff, Alison Vassilaki wrote a cheerful introduction of herself as the new editor of the Clarion. The Parish Hall Chairperson Maralyn Bailey updated the councillors on all that had happened with the Parish Hall.

Celia Luff - WOW

Alison Vassilaki - Clarion

Irene Ellis – St Leonards Church

Maralyn Bailey – Parish Hall and its regular group activities.

The reports are held with the AGM Minutes

AOB

There was a short discussion on the Clarion distribution

There was a discussion about making a grant to the Hall to purchase a commercial dishwasher, this is still under consideration by the Parish Hall committee depending on their needs.

There was a request from WOW to clarify the finer details of the Parish Hall insurance cover, what is and what isn't covered when meetings are held in the Hall. The Hall committee are going to look into the finer detail and go back to Wow.

The Parish Hall committee are going to change the direction the container stands in and make better use of the under-stage space.

The Clerk Sally Whitehead gave a maximum of 2 years notice for her position, saying she is happy to leave earlier if they find a suitable candidate but will not stay longer than 2 years and hopes this gives them plenty of time.

Cllr Sharp suggested contacting the Balsdon Trust for Community funding maybe for the Clarion printing in the breaks when Mystery Shoppers Community Charity cannot print it.

Cllr Hames suggested an illuminated speed sign on entry to the village, the longer standing councillors explained the history of many previous attempts at doing this and the costs, to be discussed at a monthly meeting.

The AGM closed