

Foxley Group Parish Council

Minutes of the Annual Meeting held on Wednesday 10th May 2023

The meeting commenced at 6.30pm

Present: C.Edwards (Chairman, replaced by S.Hallett following her election), A.Davies, A.Apps, D.Gwynne, A.Powell

In Attendance: R.Hallett (Clerk)

- 1) Election of Officers
 - a) SH was elected Chairman. Nobody was elected as Vice Chairman.
 - b) All councillors completed and passed to RH a Declaration of Acceptance of Office. All councillors had previously served and so, providing there were no change of circumstances, did not need to complete a new General Notice of Registrable Interest Form. They must however complete an Election Expenses Return and send it to the Proper Officer at Herefordshire Council c/o Electoral Services, within 28 days of the election.
 - c) There are two vacancies for Brinsop & Wormsley parish. A number of potential candidates will be approached by councillors to check their interest. Failing that, there will be a wider advertising campaign to try to fill the vacancies.
- 2) Annual Finance Review (copy available at <https://www.foxleygrouppc.org.uk/finance-legal.html>)
 - a) The annual report was reviewed. The principal point of note was that the closing balance was £2,949 lower than the opening balance. £2,339 was outstanding from Herefordshire Council for drainage grant work completed during 22/23. Also, due to the large amount of drainage grant work, there was a significant amount of VAT to reclaim for 22/23, £972. Both these items related to 22/23 and if they had been received during the FY, the closing balance would have been £6,649, an increase over the year of £362.
- 3) Annual Governance and Accountability Return 2022/23 (documents available at <https://www.foxleygrouppc.org.uk/finance-legal.html>)
 - a) The Certificate of Exemption was approved. RH will submit to the External Auditors.
 - b) The Annual Internal Audit Report was reviewed
 - c) The Annual Governance Statement was approved
 - d) The Accounting Statement was approved
 - e) The Notice for Exercise of Public Rights was approved and will be posted in time for the inspection period to commence on 5th June 2023
 - f) The Risk Register for 2023/24 was reviewed and accepted in principle. RH to check and update, if needed, whether public liability cover is per claim or per year.
- 4) Any Other Business
 - a) The Local Government Association Model Councillor Code of Conduct 2020 was reviewed and adopted. RH to inform the Monitoring Officer.

The meeting closed at 6.55pm

