



Milborne St Andrew Parish Council

Minutes of the Annual General Meeting Held on Wednesday 15th May 2024

1. **CONFIRMATION OF ELECTION OF CHAIRMAN**
 - 1.1 **To elect Chairman**
Cllr Macnair was appointed
2. **CONFIRMATION OF ELECTION OF VICE CHAIRMAN**
 - 2.1 **To elect Vice Chairman**
Cllr Greening was appointed
3. **APPOINTMENT OF OFFICERS AND BRIEF HOLDERS**
 - 3.1 **Rights of Way Officer**
Cllr Macnair was appointed
 - 3.2 **Flood Liaison Officer**
Mr Mark Johnson was appointed
 - 3.3 **DAPTC representative**
Position vacant
 - 3.4 **Highways Officer**
Cllr Macnair was appointed
 - 3.5 **Milborne St Andrew Village Hall Management Committee representative**
Cllr Susan Poets was appointed
 - 3.6 **Neighbourhood Plan review representative**
Position vacant
 - 3.7 **Milborne St Andrew Sports Club representative**
Position vacant
 - 3.8 **Defibrillator representative**
Mrs Jayne Williams was appointed
 - 3.9 **Tree Warden**
Cllr Rob Greening was appointed
 - 3.10 **Internal auditor**
JP Consultants were appointed
 - 3.11 **SID and speed watch coordinator**
Mr Peter Chappell was appointed
 - 3.12 **Responsible Finance Officer**
Mr Wayne Lewin was appointed
4. **APPROVAL OF REGULATIONS AND DOCUMENTS**
 - 4.1 **Standing Orders**
Approved with no amendments
 - 4.2 **Code of conduct**
Approved with no amendments
 - 4.3 **Financial regulations**
Approved support to a review by RFO on new NALC template



4.4 Freedom of information requests

Approved with no amendments

4.5 General data protection regulation

Approved with no amendments

4.6 Complaints procedure

Approved with no amendments

4.7 Environment policy

Approved with no amendments

4.8 Social media policy

Approved with no amendments

4.9 Safeguarding policy

Approved with no amendments

4.10 Health and Safety policy

Approved with no amendments

4.11 Equality and Diversity policy

Approved with no amendments

4.12 Annual Risk assessment

Approved with no amendments

4.13 To confirm the frequency and timings of Full Council meetings

Members agreed to meet on the first Wednesday of the month (where possible), with recesses for April, August, and December. Start time will be 7pm.

5. Finances and audit

5.1 To approve income and expenditure for financial year 23/24 subject to audit

Approved with no amendments

5.2 To approve the budget for financial year 23/24 subject to audit

Approved with no amendments

5.3 To approve the reserves for financial year 23/24 subject to audit

Approved with no amendments

5.4 To approve the asset register as of 31st March 2024

Approved with no amendments

5.5 To approve the insurance schedule for 24/25

Approved

5.6 Annual rent reviews

a. Sports Club

Members agreed to offer peppercorn rent of £1 per quarter, on the condition of the Sports Club taking full responsibility for the maintenance of the track.

b. Allotments

Members agreed to agreement of £1 per year until 2033.

c. Environment Agency monitor station on Causeway

Members agreed to annual RPI increase

d. Grass Cutting income from Dorset Council

Approved with no amendments

5.7 To confirm certificate of exemption

This was agreed

5.8 To confirm the dates for notice of public rights to view unaudited accounts

It was agreed to publish the notice from 03 June until 12 July.

5.9 To approve the Annual Governance and Accountability Return for 23/24 subject to audit to include Annual Governance Statement and Accounting Statements

This was unanimously approved

