**Pailton Parish Council**

**Minutes of the Annual Meeting held on 13 May 2024 in Pailton Village Hall**

Present:

Councillors: Tony Gillias (Chair, TG), Kristian Shaw (KS), Stuart Law (SL)

In attendance: Leona Bendall, Clerk & Responsible Financial Officer (clerk)

Also present for the meeting were three parishioners

|  |  |  |
| --- | --- | --- |
| MinuteRef |  | Action |
|  | Prior to the formal start of the meeting Tony Gillias, Tina Simpson, Kristian Shaw and Stuart Law – signed their official Acceptance of Office as Councillors for Pailton Parish Council. The Acceptances were witnessed by the Proper Officer (Clerk) |  |
| AM 1/24 | The Clerk then invited nomination to stand as chairman of the Parish Council for the year until May 2025.Cllr T Simpson (TS) nominated Cllr Gillias (AG), who agreed to stand, and this was seconded by Cllr Shaw (KS) and approved by all. AG then signed his acceptance of office as chairman and then nominated TS to serve as Vice Chair, who agreed to stand, and this was seconded by KS and approved by all.  |  |
| AM 2/24 | Councillors then considered the Parish Council’s policies that had been previously circulated and approved the following which were signed by the chairman:* a. Standing Orders
* c. Reserves Policy
* d. Communications, Social Media and GDPR
* e. ICT resilience
* f. Risk Assessment
* g. Health & Safety
* h. Complaints
* i. Charitable Donations
* j. Equal Opportunities

Policy b. – Financial Regulations was deferred to enable clerk to amends the regulations in line with the new NALC recommendations and the specific requirements to enable efficient and risk free operations with payments for the White Lion.In line with the Internal Auditors recommendations, the clerk was asked to develop a new policy for Lone & Home Working and one for Financial Risk Assessment and Mitigation Measures to ensure protection of Council funds – this will be circulated at future meetings for approval. | ClerkClerk |
| AM 3/24 | Councillors considered the previously circulated Asset Register as at the Start of the 24/25 Financial Year. The section on street lights was amended to reflect the latest survey of lighting – which showed 41 street lamps, 33 posts and 8 brackets.It was agreed this should be shared with National Grid (Western Power Distribution). | Clerk |
| End of business and the meeting closed at 7.45pm |

………………………

Chairman of the Parish Council 24 June 2024

Anthony Gillias