

THE PRESS AND MEMBERS OF THE PUBLIC ARE WELCOME AT THIS MEETING



## DUNCHURCH PARISH COUNCIL

Dunchurch Community Library, School Street, Dunchurch, CV22 6PA  
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*IF ANYONE WOULD LIKE A HARD COPY OF THE AGENDA OR MINUTES FOLLOWING THE DPC MEETING AND DOESN'T HAVE ACCESS TO A COMPUTER, PLEASE CONTACT THE CLERK ON 01926 814491 TO REQUEST A COPY.*

The Minutes of the Annual Parish Council Meeting of Dunchurch Parish Council that took place on Monday, 15<sup>th</sup> May 2023 commencing at 7.00 pm at Dunchurch Community Managed Library.

Present: Cara Martin, Jon Marlow, Gary Sly, Ian Grogan and Ann Coomber. The Dunchurch PC RFO, Becky Maoudis was present and Gill Peacock, Temporary Clerk was present virtually via Teams.

1 Member of the public were present.

Cllr Gary Sly welcomed everyone to Dunchurch Annual Parish Council Meeting and read out the following statement.

*Photographing, reporting, recording, filming, or transmitting the proceedings of a meeting may occur and therefore all persons participating in the meeting should be aware that such recording, reporting, or filming may take place. Members of the public attending the meeting (but are not participating in the meeting) who do not wish to be filmed or photographed in the meeting must state this at the start of the meeting. If members of the public do not wish to be filmed or recorded, they must sit in a designated area away from the recording equipment.*

## MINUTES

- 1 Election of Chairman & to receive Chairman's Declaration of Acceptance of Office**  
The Clerk asked for nominations to Chair the Annual Parish Council and Ordinary Meetings for 15<sup>th</sup> May 2023. Cllr Martin proposed Cllr Sly to act as Chair for both meetings, which was seconded by Cllr Marlow. **It was RESOLVED that Cllr Sly act as Chair for the two meetings on 15<sup>th</sup> May 2023.** Cllr Sly then asked if there were any nominations for Chair for the year 2023/24 going forward and he confirmed that Cllr Price had said that she would be happy to continue as Chair if she was nominated. Cllr Sly nominated Cllr Price as Chair. **It was RESOLVED that Cllr Price be nominated as Chair and this motion was seconded by Cllr Marlow and carried unanimously.** Cllr Sly confirmed that he had already signed his Declaration of Acceptance of Office in front of the Clerk. Cllr Sly also confirmed that both Cllrs Price and Marsh had signed their Declaration of Acceptance of Office in front of the Clerk.

The Clerk asked Cllrs to sign their Declaration of Acceptance of Office and Cllr Sly counter signed all the Cllrs Forms in place of the Clerk as she was attending the meeting remotely.

Cllr Martin asked for it to be minuted that Cllr Price had been an excellent Chair over the last twelve months, sometimes in extremely difficult circumstances, and all the DPC Cllrs thanked her for all her hard work.

**2 Apologies for absence and acceptance of apologies**

Apologies were received and accepted from DPC Cllrs Tracey Price, Howie Marsh. Apologies were also received from Matthew Vaughan, Paul Waller, and Jan Gee-Russell.

**3 Declarations of Interest and Dispensations**

No Declarations of Interest were noted in respect of the APCM Agenda.

**4 Election of Vice Chairman & to receive their Declaration of Acceptance of Office**

Cllr Sly asked if there were any nominations for the role of Vice-Chair. Cllr Sly confirmed that Cllr Marsh had indicated that he would be happy to stand if he were to be nominated. Cllr Sly proposed Cllr Howie Marsh as Vice-Chair. Cllr Grogan seconded the motion for Cllr Marsh as Vice-Chair of Dunchurch Parish Council for the next year. **It was RESOLVED that Cllr Marsh be nominated as Vice-Chair. This motion was carried unanimously.**

Cllr Martin asked for it to be minuted that Cllr Marsh had done a great job over the last twelve months, sometimes in difficult circumstances, and all the DPC Cllrs thanked him for all his hard work.

**5 To approve the Minutes of the Meeting held on 9<sup>th</sup> May 2022**

Cllr Sly asked if the DPC accepted the minutes dated 9<sup>th</sup> May 2022. **It was RESOLVED that the Minutes of the above meeting were confirmed and could be signed by the Acting Chair.** This motion was proposed by Cllr Marlow and seconded by Cllr Grogan and carried unanimously.

**6 To agree dates and venues for Council Meetings for the year 2023/24**

Cllr Sly reported that a Schedule of DPC meetings to the end of the year 2023 had been uploaded on to the DPC web site and meetings would take place in Dunchurch Community Library.

**7 To appoint Portfolio Holders for Finance, Maintenance, Social Media & Planning.**

**Finance – Cllr Howie Marsh**

**Planning – Cllr Tracey Price**

**Social Media – Cllr Cara Martin**

**Maintenance – All Cllrs**

**Dunchurch Community Library – Cllr Jon Marlow**

Cllr Sly confirmed that all the above previous portfolio holders would be willing to continue in their roles. After a short discussion regarding who would be responsible for Maintenance, it was agreed that All Councillors would support this role.

Cllr Coomber asked if it was just the four roles above and Cllr Marlow indicated that he was the Cllr who looked after the Community Managed Library. Cllr Martin also

mentioned that the Maintenance role should include the Lord John Statue and the Buttercross.

It was **RESOLVED** that the above Portfolio Holders would continue for the following year. This motion was proposed by Cllr Martin, seconded by Cllr Marlow, and carried unanimously. It was agreed that the portfolio holder for the Community Managed Library should be included, and the Maintenance role covered by all Cllrs.

**8 To agree cheque signatories and access to bank account details.**

Cllr Sly asked if the existing bank signatories for the Co-Op online banking would continue; It was agreed that Cllrs Tracey Price, Howie Marsh, and Becky Maoudis would continue for the following year. The RFO, Becky Maoudis pointed out that the RFO has access to online banking but was not a cheque signatory. The cheque signatories for the remaining DPC accounts as follows:

- Scottish Widows – Cllrs Price and Marsh
- CCLA – Cllrs Price and Marsh
- Skipton Building Society – Cllrs Price and Marsh. Cllr Sly pointed out that the Clerk and former Cllr Paul Le Poidevin had been removed as signatories. Cllr Sly put his name forward to be a signatory as well as the RFO, Becky Maoudis.

It was **RESOLVED** that Cllrs Price and Marsh would continue as cheque signatories in respect of the above accounts for the following year. It was also agreed that Cllr Sly and RFO, Becky Maoudis be included as cheque signatories on the Skipton Account. This motion was proposed by Cllr Marlow, seconded by Cllr Grogan, and carried unanimously. Cllr Sly confirmed that there needed to be at least three signatories for each account, in the event of illness of one Cllr, there would be a further two signatories available. Following a brief discussion, it was agreed that there should be an additional signatory on the CCLA and Scottish Widows Accounts. It was agreed to incorporate this on to the next Agenda. These motions were proposed by Cllrs Sly, seconded by Cllr Grogan and carried unanimously.

**9 To receive a Report on Dunchurch Parish Council's assets and liabilities.**

The DPC RFO reported that the DPC Fixed Asset Register had been sent to the Clerk and would be uploaded on to the DPC web site. The RFO said that she would update the Asset Register with the new Playground equipment, new laptops, and new phone. The RFO confirmed that the items on the Asset Register should be reviewed and suggested that this would be a Team effort and would include items such as the lamp posts, which needed to be physically checked. The Clerk confirmed that Cllr Price had already started reviewing the DPC historical assets. The RFO went on to say that the Asset Register was a live document and part of the finance software that the DPC used. It was suggested that the Asset Register review be incorporated into the agenda for the next meeting.

**10 To consider, approve & sign Dunchurch PC's Annual Governance Statement for the year 31<sup>st</sup> March 2023 prior to submission to the External Auditors, Moores Associates.**

Cllr Sly confirmed that that the Annual Governance Statement had been circulated to members of the DPC and uploaded on to the DPC web site. Once the documents were approved, they would be updated & uploaded again. Cllr Sly read out Section 1 – Annual Governance Statement 2022/23 and all Cllrs present agreed to all eight items, with Number 9 not being applicable.

It was **RESOLVED** that the Dunchurch PC Annual Governance Statement for the year to 31<sup>st</sup> March 2023 be approved. This motion was proposed by Cllr Marlow, seconded by

Cllr Grogan, and carried by the majority, with one Cllr abstaining, as she had only recently been elected.

**11 To consider, approve & sign Dunchurch PC's Annual Accounting Statements for the year 31<sup>st</sup> March 2023 prior to submission to the External Auditors, Moores Associates.**

Cllr Sly confirmed that that the Annual Accounting Statements had been circulated to members of the DPC and uploaded on to the DPC web site. Cllr Sly advised that he had a query regarding staff costs and was liaising with the RFO regarding the precise figures. The RFO confirmed that each of the figures on the AGAR were produced by the accounting software, Edge IT. The RFO advised that she would check with Edge that the finance package was picking up the correct numbers, however she went on to say that each of the figures incorporated on the AGAR reconciled. There followed a robust discussion and once the documents were approved, they would be updated & uploaded again.

It was **RESOLVED** that the Dunchurch PC Annual Accounting Statement for the year to 31<sup>st</sup> March 2023 be approved. This motion was proposed by Cllr Marlow, seconded by Cllr Grogan, and carried by the majority, with one Cllr abstaining, as she had only recently been elected.

**12 To approve a review DPC Standing Orders & Financial Regulations.**

Cllr Sly advised that the DPC Standing Orders and Financial Regulations were last reviewed in June 2022 and both documents would be placed on the agenda for the DPC Ordinary Meeting in June 2023. It was **RESOLVED** to review both documents in June 2023 and they would be placed on the Agenda for June. This motion was proposed by Cllr Sly, seconded by Cllr Martin and carried unanimously.

**Councillors are reminded of their duty to consider all aspects of equal opportunities, crime prevention, unlawful discrimination and other best practices when making decisions at the Meeting.**

The next Dunchurch Parish Council Annual Parish Council meeting will be Monday, 17<sup>th</sup> May 2024

The meeting closed at 7.38pm.

Signed .....

Dated .....