

## ELWICK PARISH COUNCIL

### Minutes of Annual General Meeting held at 7.00pm Monday 19th May 2025

#### at Elwick WI Hall

**Present:** Cllrs Woodward, H. Thompson, R. Thompson,

**In Attendance:** M Davies - Clerk.

1. **Election of Chair:** (a) Cllr. D. Woodward was proposed by Cllr. H. Thompson, this was seconded by Cllr. R. Thompson and elected unanimously. (b) Cllr. D Woodward completed and signed the Declaration of Office form and handed this to the Clerk who also signed document. The Clerk is to upload this document onto the Elwick Parish Website, supply a copy to Hartlepool Borough Council.
2. **Election of Vice-Chair:** (a) Cllr. D Woodward proposed Cllr. R. Thompson, the was seconded by Cllr. H Thompson and elected unanimously. (b) Cllr. R. Thompson completed and signed the Declaration of Office form and handed this to the Clerk who also signed the document. The Clerk is to upload this document onto the Elwick Parish Website, supply a copy to Hartlepool Borough Council.
3. **Declaration of Interests:** The Clerk advised she has contacted HBC for the new 2025/2026 documents but they have not been circulated to date. Once these are received they will be forwarded via email to each Councillor to complete and return as soon as possible.
4. **Apologies:** Cllr. A. Aird, Cllr. G. Hewitt, Cllr. B. Irving, Cllr A. Oliver
5. **Formation of Sub-Committees:** Cllr. D. Woodward proposed each committee is to decide the formation of the committee. Each Sub-Committee is to have a minimum of two Parish Councillors (i) **Personnel Committee:** It was unanimously agreed Cllr. R. Thompson as Vice- Chair of the Parish Council would continue as Chair, as well as Cllrs. G, Hewitt and A. Aird remaining on the committee. (ii) **Social Activities Committee:** Cllr H. Thompson advised she wishes to withdraw from being a Parish Councillor on the Social Activities committee. Cllr D. Woodward proposed Cllrs. R. Thompson, Cllr. B. Irving, Cllr. A. Aird and Cllr. G Hewitt are to remain on the Social Activities Committee, this was unanimously agreed. Formation of the Social Activities Sub-Committee is to be decided at their next meeting and they are to advise the Parish Council following their meeting. (iii) **Village Maintenance Committee:** It was unanimously agreed this would remain unchanged with Cllr A. Oliver and Cllr A Aird forming the Village Maintenance Committee. (iv) **Playing Field Committee:** Cllr H. Thompson advised on Cllr B. Irving behalf she wished to withdraw from the Playing Field Committee. All Councillors unanimously agreed, Cllr. D. Woodward, would remain on the Playing Field Committee and Cllr A. Alex would also join the Committee as a replacement for Cllr B. Irving. The formation of the of the Playing Equipment and Playing Field Committee is to be decided at their next meeting and report back to the Parish Council.
6. **Banking Arrangements:** The Clerk advised the current banking arrangements seem to work well; it was unanimously agreed the Clerk to look into online banking and the possibility of a debit card. The current bank currently offers a two-signatory service, which works well for the Parish Council. Unanimously agreed, the current banking arrangements were suitable for the needs of the Parish Council.
7. **To note the Asset Register dated 1<sup>st</sup> April 2025:** The Asset register was reviewed, it was unanimously agreed the flowing items were removed from the register with immediate effect: 1x Parallel walk with balance beams (removed from the playing field May 2025), 1x Burma Bridge (Removed from the playing field May 2025 and 3x Concrete bollard (removed in 2024). The Asset Register dated 1<sup>st</sup> April 2025 was then unanimously approved by Councillors present.
8. **To Approve the Risk Register dated 1<sup>st</sup> April 2025:** After reviewing the risk register dated 1<sup>st</sup> April 2025, it was unanimously agreed to amend the risk from Medium to Low for "Lack of proper document control". Councillors present then unanimously agreed and approved the risk register dated 1<sup>st</sup> April 2025.
9. **Insurance cover:** The Clerk advised all councillors present, the proposed policy had been circulated in advance for the meeting to each Councillor. After discussion and review of the Policy during the meeting all Councillors present requested the Clerk to instruct Clear Insurance to proceed with the proposed 2025/2026 insurance policy and the Clerk

is to arrange payment accordingly.

10. **Annual Governance and Accountability Return for the year ending March 2025:** (i) The Clerk presented councillors present with the Annual Governance Statement (section 1) for 2024/2025, this was unanimously approved by all Councillors present. (ii) The receipts and payments account 2024 – 2025 and the Bank Reconciliation as of the 31<sup>st</sup> March 2025, was presented to the Councillors present and this was unanimously approved. (iii) The Internal auditors report was presented to the Parish Councillors present and unanimously agreed. (iv) The Clerk advised the accounting statements of the Annual Return (Section 2) had been completed by the internal auditor and presented a copy to all Councillors present who unanimously approved. (v) It was unanimously agreed the Clerk, is the Responsible Financial officer for the year 2025 / 2026.
11. **Appointment of Internal Auditor for the year 2025 / 2026 and agree remuneration:** The Clerk advised whilst completing and collecting the 2024/2024 with the internal auditor she had enquired with Mr Tom Atkinson if it was something the Parish Council were to agree to, would he be willing to undertake the 2025/2026 internal audit. Mr Atkinson advised he would be happy to be considered for the internal audit of 2025/2026. It was unanimously agreed by all Councillors for Mr Tom Atkinson of Fortune and Son to be appointed as the internal auditor for the year 2025 / 2026.

There being no further business relevant to the AGM, the meeting closed at 8:00pm