**ELWICK PARISH COUNCIL**

**Minutes of AGM held at 6:00pm Monday 18th May 2026**

**at Elwick WI Hall**

**Present:** Cllrs Ashton, Connor, Hutchinson, Ireland, Knowles, Thompson, Tubb.

**Previous Councillors present:** Irving, H. Thompson, Woodward.

**In Attendance:** 3x Residents, M Davies - Clerk.

1. **Election of Chair:**
   **(a)** Cllr Thomspon was proposed by Cllr Ashton, this was seconded by Cllr. Connor.
   **(b)** Cllr Thompson completed and signed the Declaration of Office form and handed this to the Clerk who also signed the document.

2. **Election of Vice-Chair:**
   **(a)** Cllr. Ashton was proposed Cllr. Connor, the was seconded by Cllr. Hutchinson.
   **(b)** Cllr Ashton completed and signed the Declaration of Office form and handed this to the Clerk who also signed the document.

3. **Declaration of Interests:** The Clerk confirmed she was in receipt of all Declarations of pecuniary interests. The Clerk advised she would upload the documents onto the Elwick Parish Website and supply a copy to Hartlepool Borough Council.

4. **Apologies:** None

5. **To appoint representatives for the following:**
   **(a) Grantscape - Red Gap Community Fund (3x reps required ) The Clerk** was proposed by Cllr Ireland and seconded by Cllr Ashton. **Cllr Ireland** was proposed by Cllr Thompson and seconded by Cllr Ashton. **Mrs Hilary Thompson** was proposed by Cllr Thompson and seconded by Cllr Ashton.
   **(b) Hartlepool Rural Plan Group (2x reps required): Cllr Hutchinson** was proposed by Cllr Ireland and seconded by Cllr Ashton. **Cllr Tubb** was proposed by Cllr Ireland and seconded by Cllr Ashton.
   **(c) Cleveland Association of Local Councils (2x reps required)** It was agreed this item be deferred until the next Parish Council Meeting.
   **(d) HBC Finance and Corporate Affairs (1x rep required): Cllr Ireland** was proposed by Cllr Thompson and seconded by Cllr Ashton.
   **(e) HBC Adult Services (1x rep required): Cllr Tubb** was proposed by Cllr Ireland and seconded by Cllr Ashton.
   **(f) HBC Children Services (1x rep required): Cllr Hutchinson** was proposed by Cllr Ireland and seconded by Cllr Connor.
   **(g) HBC Neighbourhood and Regenerative Services (1x rep required): Cllr Thompson** was proposed by Cllr Ireland and seconded by Cllr Ashton.
   **(h) HBC Housing and Growth Communities (1x rep required): Cllr Tubb** was proposed by Cllr Ireland and seconded by Cllr Connor.

6. **Formation of Sub-Committees:**
   **(a) Personnel Committee:** It was unanimously agreed Cllr. Ashton as Vice- Chair of the Parish Council Chair this committee, and it was unanimously agreed Cllr Ireland and Cllr Connor would become members.
   **(b) Social Activities Committee:** Cllr Ireland proposed Cllrs Ashton, Connor and Hutchinson become members of the Social Activity 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.
   **(c) Village Maintenance Committee:** It was unanimously agreed Cllr Ashton, Connor, Knowles and Tubb become members of the Village Maintenance Committee.
   **(d) Play Equipment and Playing Field Committee:** All Councillors agreed this committee is now to be merged with the Village Maintenance Committee with immediate effect.

7. **Banking Arrangements:** The Clerk advised the current banking arrangements seem to work well; it was unanimously agreed the Clerk is to arrange for Cllr Ashton, Connor, Hutchinson and Ireland to be new signatories along with Cllr Thompson who is an existing signatory. The Clerk is to request log in details for all new signatories, so online banking can be carried out in the future. The clerk advised she has enquired about the debit card compatible with the Parish Council account and this is the Multi-pay card, with a monthly fee of £3.00. it was unanimously agreed the Clerk is to arrange this once all new signatories are set up and the old signatories have been removed from the account. Once the debit card is applied for, the Parish Council are to review and update the financial regulations accordingly.

8. **To note the Asset Register dated 1st April 2026:** The Asset register dated 1st April 2026 was reviewed, and unanimously approved by Councillors present.

9. **To Approve the Risk Register dated 1st April 2026:** The risk register dated 1st April 2026 was unanimously agreed and approved.

10. **Insurance cover:** The Clerk advised all councillors present, the proposed policy had been received, 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 2026/2027 insurance policy and the Clerk is to arrange payment accordingly.

11. **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 2025/2026, this was unanimously approved by all Councillors present. **(ii)** The receipts and payments account 2025 – 2026 and the Bank Reconciliation as of the 31st March 2026, 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 (Section2) 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 2026 / 2027.

12. **Appointment of Internal Auditor for the year 2026 / 2027 and agree remuneration:** The Clerk advised whilst completing and collecting the 2025/2026 from 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 2026/2027 internal audit. Mr Atkinson advised he would be happy to be considered for the internal audit of 2026/2027. It was unanimously agreed by all Councillors for Mr Tom Atkinson to be appointed as the internal auditor for the year 2026 / 2027.

There being no further business relevant to the AGM, the meeting closed at 6:50pm