

**Minutes of the Annual Parish Council Meeting held in the glass meeting room in  
Fishburn Youth Club building, Butterwick Road, Fishburn, County Durham,  
commencing at 6.30 p.m. on Thursday 11th May 2023**

**MEMBERS PRESENT:** Councillors A. Pearson (Chairman); V. Anderson; M. Barker; D. Dowson; S. Dowson; M. Hodgson; C. Welsh. **IN ATTENDANCE:** Mr. K. Murray-Hetherington (Parish Clerk); Cllrs. D. Brown and C. Lines (Durham County Council); Mr. Paul Howell, M.P., and 8 members of the public.

Minute No.	Agenda item
1.	<b>ELECTION OF CHAIRMAN (CHAIR):</b> On the motion of Cllr. M. Barker, seconded by Cllr. V. Anderson, it was <b>RESOLVED:</b> To elect Cllr. Sandra Jean Dowson as the Chair of the Council.
2.	<b>DECLARATION OF OFFICE:</b> The Chairman's Declaration of Acceptance of Office was made in the presence of the Parish Clerk as the Proper Officer of the Parish Council.
3.	<b>VOTE OF THANKS: RESOLVED:</b> To record a vote of thanks to Cllr. A. Pearson for all the work he had done to help the village over many years as Chairman [since September 2014].
4.	<b>ELECTION OF VICE CHAIR:</b> On the motion of Cllr. D. Dowson, seconded by Cllr. V. Anderson, it was <b>RESOLVED:</b> To elect Cllr. M. Barker as the Vice Chair of the Council.
5.	<b>APOLOGIES FOR ABSENCE: RESOLVED:</b> That an apology and reason for non-attendance shall be accepted from Cllr. S. Tinkler (work commitments).
6.	<b>MINUTES OF PREVIOUS MEETING:</b> The minutes of the previous Annual Meeting of the Parish Council held on Thursday 12th May 2022 were agreed as a true record and signed by the Chair on Thursday 9th June 2022.
7.	<b>APPOINTMENT OF REPRESENTATIVES:</b> It was unanimously <b>RESOLVED:</b> That the following members shall be appointed to serve as representatives:- a) East Durham Rural Corridor Area Action Partnership (AAP) Board: Cllr. S. Dowson. b) <b>RESOLVED:</b> That no representative shall be appointed to County Durham Association of Local Councils (CDALC) Smaller Local Councils Forum. c) Fishburn Community Centre Association (Trustee) - Cllr. M. Barker. d) Sedgfield Charities: Cllr. V. Anderson. e) NETPark Ambassador: Cllr. S. Dowson.
8.	<b>STANDING ORDERS:</b> It was unanimously <b>RESOLVED:</b> That the Parish Council has assessed its risks by examining its risk assessment policies, financial regulations, Standing Orders etc. to ensure it is satisfied that all risks have been covered and adequate arrangements are in place to address any issues including the introduction of internal controls and external insurance cover where required.
9.	<b>ASSETS REGISTER: RESOLVED:</b> That the fixed assets register shall be updated to show that the old goal posts had been written off at the previous Annual Meeting of the Council.
10.	<b>COUNCILLORS' ATTENDANCES 2022-2023: RESOLVED:</b> To receive a record of the parish council meetings each councillor had attended since 12th May 2022.
11.	<b>SCHEDULE OF MEETINGS: RESOLVED:</b> To confirm the frequency of meetings on the second Thursday of each month except August commencing at 6.30 p.m.
12.	<b>DATE OF THE NEXT MEETING: RESOLVED:</b> That the next Annual Parish Council meeting shall be held on Thursday 9th May 2024 at 6:30 p.m.
13.	<b>CONCLUSION OF MEETING:</b> The meeting closed at 6:59 p.m.