

Radway Parish Council

Parish Clerk: Helen Hide-Wright, 12 Meadow Way, Fenny Compton, Southam, Warwickshire, CV47 2WD. Tel: 07713 892835. www.radwayparishcouncil.com

Minutes of Annual General Meeting of Radway Parish Council Thursday 18th May 2023 at Radway Village Hall.

The meeting commenced at 7.30pm

AGM 2023/ Page 1

Present: Cllr. Tim Smith-Vincent, Cllr. Clare Rankin, Cllr. Penny Gardner, Cllr. Simon Hooker, Cllr. Colin Mathews and County Councillor Chris Mills. One member of the public.

1. Completion of Declaration of Acceptance of Office Forms.
Acceptance of Office forms were completed by the Councillors.
2. Appointment of temporary Clerk and RFO
Cllr. Gardner was proposed as temporary Clerk and RFO. Proposed: Cllr Smith-Vincent, seconded: Cllr. Rankin. Unanimous.
3. Election of Chair and Vice Chair
Cllr. Smith-Vincent was proposed for Chair. Proposed: Cllr. Rankin, seconded: Cllr. Hooker. Unanimous.
Cllr. Hooker was proposed as Vice-Chair. Proposed: Cllr. Rankin, seconded: Cllr. Mathews. Unanimous.
4. Data Protection Officer, Data Protection Overseer. It was confirmed that the Helen Hide-Wright, Clerk undertakes these roles. Proposed: Cllr. Smith-Vincent, seconded: Cllr. Hooker. Unanimous.
5. Declarations of Interest. None
6. Public Participation – The member of public wanted to congratulate Councillors past & present for all that has been achieved for the benefit of the village.
7. To receive apologies and reasons for absence: Helen Hide-Wright, Clerk was unable to attend due to illness. The apologies were accepted by the Council.
8. Acceptance of minutes dated 19th May 2022. Proposed: Cllr. Rankin, Seconded: Cllr. Gardner, Unanimous. Sign and dated by Cllr. Smith-Vincent.
9. Matters arising from the minutes of the last Annual Meeting: None.
10. Finances.

- a. RFO certification of accounts: Internal auditor requested that the SDC community infrastructure levy was separated out, this has been done. Properly representing receipts and payments 2022-23 financial year. Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Rankin, unanimous.
 - b. Approval of RPC Statement of Accounts 2022-23. Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Rankin, unanimous.
 - c. Signing and dating of RPC Account Statement. Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Rankin, unanimous. Signed and dated by Cllr. Smith-Vincent.
 - d. Approval of Fixed Assets Register 2022-23 Proposed: Cllr. Rankin, Seconded: Cllr. Hooker, unanimous.
 - e. Audit: Annual Governance Statement 2022-23: Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Rankin, unanimous. Signed and dated by Cllr. Smith-Vincent and Cllr. Gardner.
 - f. Audit: Accounting Statement 2022-23 Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Rankin, unanimous. Signed and dated by Cllr. Smith-Vincent and Cllr. Gardner.
 - g. Internal Audit Report 2022-23. The internal auditor, Trevor Gill confirmed that the internal audit has concluded and that it was “a clean audit.” Proposed: Cllr. Hooker, Seconded: Cllr. Mathews Unanimous
9. Annual Review and formal adoption of:
- a. The Emergency Plan Proposed: Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Mathews. Unanimous
 - b. The Non-Financial Standing Orders. Proposed: Cllr. Smith-Vincent, seconded: Cllr. Hooker. Unanimous
 - c. Councillor’s Code of Conduct Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Rankin. Unanimous
 - d. Banking Standing Orders and variable amount Direct Debits: Information Commissioner’s Office, Clerk, Warwickshire Pension Fund, Npower, HMRC NDDS, R. Manwaring. Proposed: Cllr. Rankin, seconded: Cllr. Smith-Vincent. Unanimous

11. Meeting Dates 2022: 20 July, 21 September, 16 November; 2024: 18 January, 21 March

The Annual Parish Assembly Meeting will be held on 21st June 2023 at Radway Village Hall, commencing at 7.30pm.

The meeting closed at 7.40pm.