

# Radway Parish Council

Parish Clerk: Helen Hide-Wright, 12 Meadow Way, Fenny Compton, Southam, Warwickshire, CV47  
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## Minutes of Annual General Meeting of Radway Parish Council (Mtg 1). Thursday 16th May 2024 at Radway Village Hall.

The meeting commenced at 7.00pm

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1. **Completion of Declaration of Acceptance of Office Forms:** Were completed by Councillors.
2. **Election of Chair and Vice-Chair Cllr.** Simon Hooker was nominated as Chairperson to Radway PC. Proposed: Cllr. Tim Smith-Vincent, Seconded: Cllr. Clare Rankin.  
  
Cllr. Penny Gardner proposed as Vice Chair. Proposed: Cllr. Smith-Vincent, Seconded: Cllr. Rankin.  
Declaration of Interests Forms and Acceptance of Office forms were completed by Cllr. Hooker and Cllr. Gardner.  
The Chair thanked Cllr. Smith-Vincent for his work during his time as Chair of RPC.
3. **Data Protection Officer, Data Protection Overseer:** The Clerk continues in this role.
4. **Declarations of Interest.** None
5. **Public Participation** – Members of the public thanked the PC for its work for the village. Praise was particularly expressed for Cllr. Smith-Vincent for his dedication to the village. Cllr. Chris Mills also recognised the work undertaken by Cllr. Smith-Vincent.
6. **To receive apologies and reasons for absence:** None  
Present: Cllr. Tim Smith-Vincent, Cllr. Simon Hooker, Cllr. Colin Mathews, Cllr. Penny Gardner, Cllr. Clare Rankin, Cllr. Chris Mills, 4 members of the public.
7. **Acceptance of minutes dated 18 May 2023.** Proposed: Cllr. Simon Hooker, Seconded: Cllr. Clare Rankin.
8. **Matters arising from the minutes of the last Annual Meeting** None.
9. **Finances.**
  - a. **RFO certification of accounts: Properly representing receipts and payments 2023-24 financial year** Circulated prior to the meeting. Proposed: Cllr. Simon Hooker, Seconded: Cllr. Tim Smith-Vincent.
  - b. **Approval of RPC Statement of Accounts 2023-24** Circulated prior to the meeting. Proposed: Cllr. Simon Hooker, Seconded: Cllr. Tim Smith-Vincent.
  - c. **Signing and dating of RPC Account Statement.** Signed by the Cllr. Simon Hooker and the Clerk & RFO.
  - d. **Approval of Fixed Assets Register 2023-24** Proposed: Cllr. Simon Hooker, Seconded: Cllr. Tim Smith-Vincent.
  - e. **Audit: Annual Governance Statement 2023-24:** Proposed: Cllr. Simon Hooker, Seconded: Cllr. Tim Smith-Vincent. AGAR Signed by the Chair and the Clerk & RFO.
  - f. **Audit: Accounting Statement 2023-24** Proposed: Cllr. Simon Hooker, Seconded: Cllr. Tim Smith-Vincent. AGAR Signed by the Chair and the Clerk & RFO.
  - g. **Internal Audit Report 2023-24** Circulated prior to the meeting. Proposed: Cllr. Simon Hooker, Seconded: Cllr. Tim Smith-Vincent. The report will be studied and any matters brought to the PC at a future meeting.
  - h. **Insurance provision:** Confirmed as in place with Zurich Municipal Insurance.
10. **Annual Review and formal adoption of:**
  - a. Code of Conduct
  - b. Complaints procedure
  - c. Financial Regulations

- d. GDPR
- e. Gifts & Hospitality Policy
- f. Publication Scheme
- g. Emergency Plan. ACTION: Clerk to alter main contact to new Chair prior to publishing
- h. Risk Assessment
- i. Standing Orders
- j. Banking Standing Orders and variable amount Direct Debits: Information Commissioners Office, Clerk, Warwickshire Pension Fund, Npower, HMRC NDDS, R. Manwaring, Zanna Consultancy & Design, Zurich.

Items 10 a – 10 j: The documents were reviewed, amendments proposed and circulate to the PC prior to the meeting. Adoption Proposed: Cllr. Clare Rankin, Seconded: Cllr. Colin Mathews.

ACTION: Cllr. Penny Gardner to send PDF versions to the PC's website with the exception of the Emergency Plan which will be done by the Clerk

11. Meeting Dates 2024: *18 July, 19 September, 21 November.*

The meeting closed at 7.14pm