

**WELFORD-ON-AVON PARISH COUNCIL
MINUTES OF ANNUAL GENERAL MEETING OF THE PARISH COUNCIL
HELD ON TUESDAY 20th MAY 2025 at 18.30 p.m.**

In attendance: Clerk Mrs I Wibberley

Public: 0

1. Record of Members Present

Cllr S Carter, Cllr J Hockaday, Cllr D Jones, Cllr N Appleton, Cllr M Stanley, Cllr M Lake, Cllr D Holmes

2. Apologies

None

3. Minutes of the last meeting

The minutes of the annual general meeting of the Parish Council held on 14 May 2024 were approved. Proposed: Cllr Hockaday Seconded: Cllr Appleton

4. Election of Chairman

As the outgoing Chairman, Cllr Carter took the Chair and asked for nominations for the position of Chairman. Cllr Hockaday proposed Cllr Carter as Chairman. This was seconded by Cllr Lake and after a vote, Cllr Carter was unanimously elected as Chairman.

5. Chairman's Declaration of Acceptance of Office

Cllr Carter signed the Declaration of Acceptance of Office which was witnessed by the Clerk.

6. Election of Vice Chairman

The Chairman asked for nominations for the position of Vice Chairman. Cllr Carter proposed Cllr Hockaday as Vice Chairman. This was seconded by Cllr Appleton and after a vote, Cllr Hockaday was unanimously elected as Vice Chairman. Cllr Hockaday signed the Declaration of Acceptance of Office which was witnessed by the Clerk.

7. To appoint Members and Chairman of the Planning Committee, review Terms of Reference and Delegation Functions

Cllr Carter proposed that Cllr Appleton be appointed as Chairman of the Committee. This was seconded by Cllr Lake and after a vote, Cllr Appleton was unanimously elected as Chairman of the Planning Committee.

It was noted that under the terms of the ToR tree applications were delegated to the Clerk, based on the tree warden's advice. This was noted and agreed.

The Clerk proposed an amendment to Clause 9 of the ToR to make it clear what other business could be discussed at Planning Committee meetings. This variation was agreed.

8. Reminder to Councillors to complete Register of Members' Interests

Councillors had been reminded to review the existing Register of Members' Interests. A few changes/clarifications were notified to the Clerk who would

notify SDC Monitoring Officer accordingly.

ACTION: IW to contact SDC Monitoring Officer to advise changes

9. Review of appointments and appointment of Representatives to sit on outside bodies

The Schedule of Councillors' Responsibilities (05.06.24) was discussed and agreed.

10. Review of Asset Register

This had been previously updated by Cllr Lake for new purchases and circulated. The latest version was reviewed and agreed by Councillors.

11. Review of Insurance Policies

The Clerk reported that new terms had been offered – a 1 year renewal at £835pa or a 3 year long term agreement at £797pa. It was agreed that a 3 year deal should be accepted.

ACTION: IW to contact insurers to renew insurance policy covers

12. Annual Review and adoption of policies

The following policies were reviewed and adopted: Council's standing Orders, Financial Regulations, Risk Assessment, Scheme of Delegation.

It was noted that new Financial Regulations had been issued by WALC in May 2024. These would be reviewed by the Clerk and Cllr Lake.

ACTION: ML & IW to review the latest Financial Regulations issued by WALC (May 2024)

Councillors agreed some minor changes to the wording of the Risk Assessment relating to liability section. They also noted that an inspection was required in 2025 of the Horse Chestnut tree on Maypole Green. Furthermore they agreed to review the format of the Risk Assessment.

ACTION: IW to request Tree Warden to carry out an inspection of the Horse Chestnut tree on Maypole Green

ACTION: IW to update wording on the liability section of the Risk Assessment. DH/ML to review the format of the Risk Assessment

ACTION: IW to review Scheme of Delegation to assess if any changes required

ACTION: IW to check Standing Orders were still in line with latest WALC pro forma

13. To receive the Annual Statement of Finances 2024/25 and approve the AGAR submission and formal re-appointment of internal auditor

13.1 Councillors formally confirmed the re-appointment of Alice Wynne Jones as internal auditor.

13.2 The draft annual statement of finances for 2024/25 was received along with the AGAR submission. The changes to the previous year were noted. Cllr Lake identified adjustments made, including receipts post 31 March relating to 2024/25 financial year and expenditure approved but not yet incurred.

13.3 The councillors reviewed the controls set out in Section 1 of the draft AGAR submission (Annual Governance Statement). They considered the findings of the 2023-24 external audit report in finalising their responses. The Annual Governance Statement for 2024-25 was agreed and signed by the Chair.

13.4 The councillors reviewed the draft accounts for 2024/25 and the Accounting Statements set out in Section 2 of the AGAR submission. They were approved and signed by the Chair.

13.5 It was agreed that the financial statements for the year ended 31 March 2025 be submitted for internal audit together with such other documents as may be requested by the internal auditor.

13.6 The period for the exercise of public rights was agreed. During this time members of the public can arrange to inspect the accounts if they wish.

14. To receive the Chairman's Annual Report for 2024-25

The Chairman's report to be presented to the Annual Parish Meeting was approved.

Meeting closed – 19:15 p.m.