

Chairman Cllr. Harvey Neve

Minutes of the Annual Parish Meeting of Bishop Middleham Parish Council held
Wednesday 10th May 2023, in Bishop Middleham Village Hall at 7.00pm

Present: Cllr. H. Neve (Chair), Cllr. J. Brownlee, Cllr. V. Cooke, Cllr. M. MacCallam,
Cllr. P. Maddison Green, Cllr. G. Turner

A. Hall (Parish Clerk)

ITEM NO.	MINUTES	ACTION
1.5/23	Notice of Meeting - it was moved by Cllr. H. Neve to open the meeting at 7.00pm.	
2.5/23	Apologies: Cllr. J. Burrows, Cllr. G. Jacobs Cllr. E. Peeke (County Councillor)	
3.5/23	Declarations of Interest - None	
4.5/23	Election of Chair for the year of 2023-2024 Cllr. V. Cooke proposed that Cllr. H. Neve be elected. This was seconded by Cllr. J. Brownlee (unanimous decision).	
5.5/23	Acceptance of Office - Cllr. H. Neve signed the Declaration of Office for Chair in the presence of the Council and Parish Clerk.	
6.5/23	Election of Vice Chair for the year of 2023-2024 Cllr. V. Cooke proposed Cllr. G. Turner be elected. This was seconded by Cllr. P. Maddison Green (unanimous decision).	
7.5/23	Acceptance of Office - Cllr. G. Turner signed the Declaration of Office for Vice Chair in the presence of the Council and Parish Clerk.	
8.5/23	Public Participation - No members of the public in attendance.	
9.5/23	Review and adopt the Standing Orders and Financial Regulations AGREED: To adopt the current Standing Orders and Financial Regulations with no amendments for 2023/2024. Proposed Cllr. Neve, seconded Cllr. Brownlee.	
10.5/23	Review and adopt the Code of Conduct AGREED: this policy had recently been implemented and the Council agreed to adopt the Code of Conduct without amendment for 2023/2024. Proposed Cllr. Neve, seconded Cllr. Cooke.	
11.5/23	Appoint Internal Auditor for year 2023/2024 AGREED: It was proposed Cllr. V. Cooke seconded by Cllr. G. Turner and carried to re-appoint Mr. G. Fletcher as Internal Auditor for the 2022/23 Financial Accounts.	
12.5/23	Schedule of Assets - the Schedule of Assets was discussed, and it was felt a full review of assets was needed in 2023/2024. The new play equipment purchased in 2022/2023 had been added, along with the new IT equipment purchased for the Clerk. This was to be amended and tabled at the next meeting for approval before submitting with the AGAR.	AH

13.5.23	<p>Meeting Dates for 2023/2024</p> <p>14th June 2023 7pm 12th July 2023 7pm 13th September 2023 7pm 11th October 2023 7pm 8th November 2023 7pm 13th December 2023 7pm</p> <p>The above meetings dates were approved for Parish Council meetings up to December 2023.</p>	
14.5/23	<p>Minutes - The minutes of the meeting on Wednesday 12th April 2023 were approved. Proposed as an accurate record by Cllr. Neve and seconded by Cllr. Cooke</p>	
15.5/23	<p>County Councillor Report - Cllr. Peeke was unable to attend the meeting but provided a report. Unfortunately, the report was not received until after the meeting had started. Report can be made available if required.</p>	AH/EP
16.5/23	<p>Co-option - during the previous Co-option round, a member of the public expressed an interest in joining the Council from Mainsforth but would not be able to take up the appointment until June 2023. AGREED: to invite member of the public to the next meeting with a hope of welcoming them to the Council.</p>	AH
17.5/23	<p>The Park - Phase 2</p> <ol style="list-style-type: none"> 1. Tarmac / DET were contacted regarding the funding for Phase 2. On reviewing their documentation, they felt they needed updated quotes before they could proceed. As the documentation was over a year old, it was felt that it would not be appropriate to just update the quotes. Tarmac / DET were informed that the Council would undertake a Tendering process for Phase 2. 2. Following the Public Contracts Regulations 2015, the Council agreed to ensure registrations with Contracts Finder was in place to pursue welcoming tenders for the work. 3. Whilst it was felt the above was disappointing, as it was hoped the new play area would be in place for Summer 2023, it was felt the most appropriate course of action to take. 	AH AH
18.5/23	<p>HR - The Parish Clerk was asked to leave the meeting so that the Members could discuss the appointment of the Parish Clerk. Following discussions, The Parish Clerk was asked to re-join the meeting. Following the recruitment process, Members were pleased to offer the permanent post to the interim Clerk, Mrs. A. Hall. It was also proposed that the Council the role of Parish Clerk should be admitted to the Local Government Pension Scheme. Proposed Cllr. H. Neve, seconded Cllr. G. Turner</p>	
19.5/23	<p>Monthly Financial Report - No monthly report was submitted, however, the invoice file was made available for Members. Members were informed that the Internal Auditor was arranged for the following day, Thursday 11th May 2023 and they would be updated when finalised.</p>	AH
10.5/23	<p>Events</p> <ol style="list-style-type: none"> a) The feedback from the Coronation event on Sunday 7th May had been fantastic. Discussions took place regarding the event, ideas for further events and any issues that arose. b) Members requested that a financial report be produced detailing the spend for the Coronation event. The Clerk agreed that this was being planned. Further discussions would need to be had with the 	

	<p>National Lottery funders to discuss spending the excess funding. A few ideas for legacy projects relating to the Coronation were discussed.</p> <p>c) It was felt the craft market stall was a great addition to the event and that this could be utilised at future events. The stall holder had informed the Clerk they had contacts and could find other stall holders to attend.</p> <p>d) It was felt that additional entertainment should be sought for future events.</p> <p>Future Events</p> <p>e) The trampolines and swings were very popular, and it was felt these would be good at future events.</p> <p>f) A request had been sent by Nicky Noo (mobile bar) for events this year. This provider had been utilised in previous years as they provided draft beer. It was felt that Nicky Noo be offered Michaelmas Fayre event. All other events be offered to The Merry Tipple.</p>	
11.5/23	<p>Finance</p> <p>a) Monthly transactions emailed to Members - no queries received</p> <p>b) Bank Accounts to be moved to a future agenda of the Council</p> <p>c) Audit Arrangements and AGAR - Clerk reported that documentation had been received, audit of Rialtas has been arranged for 17th April to ensure everything is in place. Annual report to be brought to the Annual meeting of the Council with the Asset Schedule.</p>	
14.5/23	<p>Next Meeting: Wednesday 14th June 2023 at 7pm</p>	

The meeting closed 9pm

Signed: - Chair.

Date: