Hanwell Parish Council
Minutes of the Annual Meeting of the Parish Council
Held on Wednesday, 3rd May 2023 at 7pm at Hanwell Village Hall

Present: Councillors: John Spratt (Chairman), Arnold Bailey, Catriona Reid, Robin Aitken, Kate Nash Clerk (minutes)

Other attendees: None

Apologies: Apologies were accepted for Cllr David Collingwood-Turner

Declarations of interest: None

1200 Minutes of 2022 Annual Meeting of the Parish Council
The minutes were agreed at the subsequent Parish Council Meeting in July 2022

1201 Matters Arising
None

1202 Election of Chairman
The Parish Council voted unanimously to re-elect John Spratt as Chairman

1203 Election of Vice Chairman
The Parish Council voted unanimously to elect Arnold Bailey as Vice Chairman

1204 Election of Responsible Finance Officer
The Parish Council voted unanimously to elect Kate Nash (Clerk) as responsible Finance Officer

1205 Chairman's Report 2022/23
Chairman Spratt delivered his report to the Council, a copy is attached. Chairman Spratt confirmed that he is very sad about the resignation of Giles Dessain. The Parish Council are indebted to him for his contribution over many years. The report was accepted by the Parish Council.

1206 Presentation of Annual Accounts for Period 1 April 2022 to 31 March 2023
The Clerk presented the annual audit papers and calculations for consideration by the council. The Accounts were agreed

1207 Annual Accounts Period 1st April 2022 to 31st March 2023
Annual Resolutions were adopted on 3 May 2023, as follows:-

a) Annual Governance Statement
The Annual Governance Statement for 2022/23 was reviewed and approved by the Council.

... Continued

b) Accounting Statements
The Accounts pack and the Annual Return for 2022/23 were reviewed and approved by the Council

c) Internal Audit
Kate Nash (Clerk) reported that Duncan Raper had completed and signed off the internal audit of the accounts pack.

d) Bank Reconciliation Statement
The reconciliation statement as at 31 March 2023 was reviewed and approved.

e) Exercise of Public Rights
It was agreed that the completed Annual Return and supporting accounts pack should be submitted for external audit to Moore UK and to set the period for the exercise of public rights to inspect the unaudited accounts as the 30 working day period from 5 June to 14 July 2023.

f) Inspection of accounts
It was resolved that copies of the Annual Return and Bank Reconciliation statement as at 31 March 2023 should be displayed on the village notice boards and the Hanwell website, accompanied by a statement that a full set of accounts would be available for public inspection by members of the public by arrangement, during normal working hours at The Old Rectory Church Lane Hanwell Banbury Oxon OX17 1HN, until 14 July 2023.

1208 Review of Insurance Policy
The insurance policy is due for renewal in June 2023. The Clerk has not received the renewal notice yet. This will be circulated for review once it has been received.

Action: Clerk

1209 Review of Risk Assessment document.
The Risk Assessment document was discussed and approved.

Action: Info

1210 Review of Asset Register
The asset register was presented and agreed by the Council

Action: Info

1211 A.O.B.

There being no other business, the meeting was closed.

... Continued