Hanwell Parish Council
Minutes of the Annual Meeting of the Parish Council
Held on Wednesday, 9th May 2024 at 7pm at Hanwell Village Hall

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

Other attendees: Residents

Apologies:

Declarations of interest: None

1283 Minutes of 2023 Annual Meeting of the Parish Council
The minutes were agreed at the subsequent Parish Council Meeting in July 2023

1284 Matters Arising
None

1285 Election of Chairman
The Parish Council voted unanimously to re-elect John Spratt as Chairman

1286 Election of Vice Chairman
The Parish Council voted unanimously to elect Arnold Bailey as Vice Chairman

1287 Election of Responsible Finance Officer
The Parish Council voted unanimously to elect Kate Nash (Clerk) as responsible Finance Officer

1288 Chairman's Report 2023/24
Chairman Spratt delivered his report to the Council, a copy is attached. The report was accepted by the Parish Council.

1289 Presentation of Annual Accounts for Period 1 April 2023 to 31 March 2024
The Clerk presented the annual audit papers and calculations for consideration by the council. The Accounts were agreed

1290 Annual Accounts Period 1st April 2023 to 31st March 2024
Annual Resolutions were adopted on 9 May 2024, as follows:-

a) Annual Governance Statement
The Annual Governance Statement for 2023/24 was reviewed and approved by the Council.

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b) Accounting Statements
The Accounts pack and the Annual Return for 2023/24, including certificate of exemption 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 2024 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 3 June to 12 July 2024.

f) Inspection of accounts
It was resolved that copies of the Annual Return and Bank Reconciliation statement as at 31 March 2024 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 12 July 2024.

1291 Review of Insurance Policy
The insurance policy is due for renewal in June 2024. The Clerk has not received the renewal notice yet. This will be circulated for review once it has been received.

Action: Clerk

1292 Review of Risk Assessment document.
The Risk Assessment document was discussed and approved. The Clerk will add the Play Area, Sports Field and allotments to the Risk Assessment document.

Action: Info

1293 Review of Asset Register
The asset register was presented and agreed by the Council**.**

Action: Info

1294 A.O.B.
The Parish Council agreed to Co Opt Bev Oak to become a Parish Councillor
Attached is a list of Councillor responsibilities for the coming year.
There being no other business, the meeting was closed.

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