Hanwell Parish Council
Minutes of the Annual Meeting of the Parish Council
Held on Wednesday, 7th May 2025 at 7pm at Hanwell Village Hall

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

Other attendees: Cllr Chris Brant, Cllr Doug Webb, Residents

Apologies: None

Declarations of interest: None

1365 Minutes of 2024 Annual Meeting of the Parish Council
The minutes were agreed at the subsequent Parish Council Meeting in July 2024

1366 Matters Arising
None

1367 Election of Chairman
The Parish Council voted unanimously to re-elect John Spratt as Chairman

1368 Election of Vice Chairman
The Parish Council voted unanimously to elect Arnold Bailey as Vice Chairman

1369 Election of Responsible Finance Officer
The Parish Council voted unanimously to elect Kate Nash (Clerk) as responsible Finance Officer

1370 Chairman's Report 2024/25
Chairman Spratt delivered his report to the Council, a copy is attached. The report was accepted by the Parish Council.

1371 Presentation of Annual Accounts for Period 1 April 2024 to 31 March 2025
The Clerk presented the annual audit papers and calculations for consideration by the council. The Accounts were agreed

1372 Annual Accounts Period 1st April 2024 to 31st March 2025
Annual Resolutions were adopted on 7 May 2025, as follows:-

a) Annual Governance Statement
The Annual Governance Statement for 2024/25 was reviewed and approved by the Council.

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b) Accounting Statements
The Accounts pack and the Annual Return for 2024/25, 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 2025 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 Tuesday 3 June to Monday 14 July 2025.

f) Inspection of accounts
It was resolved that copies of the Annual Return and Bank Reconciliation statement as at 31 March 2025 should be displayed on the village notice boards and the Hanwell website, accompanied by a statement that a full set of accounts will 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 2025.

1373 Review of Insurance Policy
The insurance policy is due for renewal in June 2025. The insurance renewal document has been received and will be charged at £507.00 for 2025/26. The Parish Council agreed to renew the insurance policy with Zurich Assurance for 1 year and review again at this annual meeting in May 2026

Action: Clerk

1374 Review of Risk Assessment document.
The Risk Assessment document was discussed and approved.

1375 Review of Asset Register
The asset register was presented and agreed by the Parish Council

1376 A.O.B.
None

There being no other business, the meeting was brought to a close

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