

**MINUTES OF THE ANNUAL MEETING OF WIGTOFT PARISH COUNCIL HELD ON 9<sup>th</sup> May 2022**

**Present:** Cllr. S. Collingwood; Cllr. S. Baxter; Cllr. B. Leggott; Cllr S. Brigham; Cllr S. Smith.

**Also Present:** Borough Councillor, M Cooper.

**001/22 To elect the Chairman and Vice Chairman for the coming year and to arrange to handover the sealed envelope containing passwords relating to the operation of the administration of the Parish Council.**

Cllr B Leggott, the outgoing chairman, asked for expressions of interest from the Councillors for the position of Chairman. Cllr SC proposed Cllr BL to remain as Chairman for a further year. This was seconded by Cllr SS. Cllr BL accepted the proposal. It was resolved by a unanimous vote to elect Cllr BL as Chairman. Cllr SC proposed Cllr Brigham to remain as Vice Chairman for a further 12 months. This was seconded by Cllr BL. Cllr Brigham accepted the proposal. It was resolved by a unanimous vote to elect Cllr Brigham as Vice Chairman. Cllr BL retained the sealed envelope for a further year.

**002/22 To arrange to receive the acceptance of office forms from the Chairman and Vice Chair**

The acceptance of office for the Chair and Vice Chair were signed by Cllr BL and Cllr Brigham and countersigned by the clerk.

**003/22 To review and adopt the Financial Regulations and any amendments required**

The Financial Regulations were reviewed and no amendments made. It was resolved to accept the revised Financial Regulations, including the reapproval of use of payments being made via on line banking. **ACTION: Clerk to post the updated copy on the website.**

**004/22 To review the renewal received for the insurance policy for all insurable risks (year 3 of a 3 year agreement)**

The clerk presented the renewal details from the existing insurers at a total cost of £535.79 including the insurance premium tax and a £50 admin fee. This was for a 1 year deal only. The clerk presented a second quote from BHIB Councils Insurance at £373.58 including insurance premium tax for a 3 year long term undertaking. It was resolved to accept the quote from BHIB, subject to clerk checking if there was an admin fee to be added. The clerk also will check if any of the cover offered can be removed to bring the cost down further. Provided the cost does not exceed £373.58, the clerk will renew the policy before 1.6.22.

**ACTION: Clerk to renew the new policy by the 1<sup>st</sup> June 2022, subject to the responses to the above enquiries.**

**005/22 To review the Council's subscriptions to Lincs Association of Local Councils**

This is the only current subscription which has already been paid for this year. It was resolved to continue with the subscription.

**006/22 To review the asset register.**

The clerk advised that there were no changes to the asset register. It was resolved that the figures on the asset register be used for audit purposes.

**007/22 To reconfirm regular payments from the Council's bank account.**

The clerk advised that the regular payments made are: Clerk home as office £25 per month; clerk salary and PAYE; HP Instant Ink, £8.32 per month and Abbey Payroll Services for £18 per month. It was resolved to continue paying these regular payments.

**008/22 To review the Council's bank mandate**

It was resolved that, as there are currently four signatories on the bank mandate, no changes need to be made.

**009/22 To review the Risk Management Document**

**The Risk Management document was reviewed.** A few minor changes were made to the contents. It was resolved to accept the amended document. **ACTION: Clerk to make amendments and add to the website.**

**010/22 To review the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.**

The Clerk advised the Council that the maximum amount which could be spent under the above Act for 2021/22 is £8.83 times the number registered on the Voters Roll. This equates to £3528. The budget set for the year 2022/23 is £650.

**The Chairman closed the Annual Meeting at 19:50 and announced that the usual monthly meeting would now start.**