



## Minutes of the Highclere Parish Council Annual Meeting

Tuesday 10 May 2022 @6:30pm

**Members Present:** Cllr Stoker, Cllr Leeson, Cllr Dierks

**In Attendance:** 1 parishioner (for co-option)

**Clerk:** Amy White

Cllr Stoker opened the meeting and welcomed everyone present. Apologies were received and accepted from Cllr Norton and Cllr Smith.

### **1. 1/22 To elect the Chairman of the Parish Council**

The Clerk confirmed that Cllr Brad Norton, who was absent from the meeting, was willing to continue in the role of Chairman. There being no other nominations, the Council voted unanimously to re-elect Cllr Norton as Chairman of HPC.

Cllr Norton was elected Chairman of HPC.

### **2. 2/22 To elect the Vice Chairman of the Parish Council**

Mike York was in attendance to re-join the Council (having not stood for recent re-election). He was duly co-opted to HPC. There being no other nominations, the Council voted unanimously to elect Cllr York as Vice Chairman of HPC.

Cllr York chaired the remainder of the meeting.

### **3. 3/22 To confirm roles and responsibilities of Councillors**

There are currently 6 Councillors; 2 more are required. Due to the lack of Councillors present at the meeting, this item will move to the June meeting.

### **4. 4/22 To Review and adopt updated versions of: Standing Orders; Code of Conduct; Data Protection, Financial Regulations; Financial Risk Assessment; Asset Register; Freedom of Information; Rules of public participation; Social Media Policy, Safeguarding Policy**

The Council unanimously approved to adopt the updated policies presented by the Clerk. These will be added to the website.

**5. 5/22 To confirm accuracy and sign the Minutes of the Council Meeting held on 04 May 2021 and recent Council Meeting on 19 April 2022**

The minutes of both meetings were accepted as a true record and signed by Cllr York as Chairman.

**6. 6/22 Matters arising from 13 April 2021 and 19 April 2022**

Clerk to advertise Parish Council vacancies: **Actioned; Clerk has advertised on Facebook, website, noticeboards. To keep advertising.**

**7. 7/22 Financial Matters – Audit- approval of Section 1 of AGAR; Accounts for Payment**

AGAR will be confirmed at June meeting.

The Clerk presented the following accounts for payment:

10-May-22	Insurance	Zurich Parish Insurance (first of 5 year deal)	£ 327.83
10-May-22	Clerk's expenses	Ionos	£ 5.00
10-May-22	VAT	Ionos	£ 1.00
10-May-22	IT incl payroll, Microsoft	Red76 April invoice	£ 14.00
10-May-22	VAT	Red76 April invoice	£ 2.80
10-May-22	Member Subscriptions	HALC Affiliation Fee	£ 391.27
10-May-22	Clerk's salary		£ 757.17
10-May-22	Clerk's expenses	Items for Annual Meeting 10/05/22	£ 109.00
10-May-22	Pension contribution	Salary sacrifice £44.75, Employer contribution £26.85)	£ 71.60
10-May-22	Litter Warden salary	Incl £13.95 Fuel allowance	£ 485.15
10-May-22	PAYE	HMRC Month 1	£ 242.67
<b>Total:</b>			<b>£ 2,407.49</b>

**Bank Balance 31  
March 2022**

**Community: £3198.08**

**Business: £36900.90**

**8. 8/22 Date of the next Council Meeting – 14 June 2022.**

Signed \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_