



Minutes of the Highclere Parish Council Annual Meeting

Highclere Village Hall

Tuesday 09 May 2023 at 6:45pm

Present: Cllr Norton, Cllr York, Cllr Stoker, Cllr Easton, Cllr Leeson

Clerk: Amy White

Cllr Mike York opened the meeting.

1. To elect the Chairman of the Parish Council

The Clerk confirmed she has received no other nominations for Chair. Cllr York proposed Cllr Norton, Cllr Stoker seconded. Motion carried. The Council voted unanimously for Cllr Norton as Chairman.

Cllr Brad Norton was duly elected as chairman and proceeded to chair the rest of the meeting.

2. To elect the Vice Chairman of the Parish Council

The Clerk confirmed she has received no other nominations for Vice Chair. Cllr Norton proposed Cllr York, Cllr Leeson seconded. Motion carried. The Council voted unanimously for Cllr York as Vice Chair.

Cllr Mike York was duly elected as Vice Chair.

3. To confirm roles and responsibilities of councillors.

The Clerk has updated the document of current councillor responsibilities. This sits on the website and will be updated yearly.

4. To review and adopt updated version 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 Clerk confirmed the NALC Model Financial Regulations have been updated (2022)- the HPC version has been amended accordingly.

All policies will be on the website.

5. 03/23 To agree Minutes of meeting held on 10 May 2022 (Annual Meeting) and 11 April 2023

The Annual Meeting Minutes of 10 May 2022 and Minutes of 11 April 2023 were agreed as a true record and signed by the chairman.

6. 04/23 Update on actions from 11 April 2023

Number	Action	Person
08/23	Cllr Easton will investigate the rules on how to create a petition. Actioned Clerk to report flooding at Mount Road/Milking Bridge. Actioned Clerk to add Cllr Easton report to website. Actioned	Cllr Easton Clerk Clerk
13/23	Clerk to invite Corinne Davis-Cooke, Rev. Christine Dale, History Society Actioned	Clerk

7. Financial Matters

The Clerk presented the following items for payment for May:

Date Invoiced	Budget Line	Explanation	Amount
24-Apr-23	Neighbourhood Plan	Westridge Studio hire	£ 45.00
27-Apr-23	Payroll	Red76 Payroll Inv 5896	£ 16.00
27-Apr-23	VAT	Red76 Payroll Inv 5896	£ 3.20
27-Mar-23	Payroll	Red76 Payroll Inv 5695	£ 14.00
27-Mar-23	VAT	Red76 Payroll Inv 5695	£ 2.80
30-Apr-23	Insurance	Parish insurance- Zurich Municipal	£ 341.24
27-Apr-23	IT/Website Admin incl Ionos	Ionos invoice 203035979372 (Clerk)	£ 5.00
27-Apr-23	VAT	Ionos invoice 203035979372 (Clerk)	£ 1.00
31-Mar-23	Neighbourhood Plan	Planet Invoice 1257	£ 858.20
31-Mar-23	VAT	Planet Invoice 1257	£ 171.64
27-May-23	Litter Warden Salary		£ 536.80
27-May-23	Clerk's Salary	Less £6 overpaid for Ionos invoice)	£ 705.28
27-May-23	Pension contribution	Nest (Direct Debit)	£ 72.96
27-May-23	PAYE	HMRC Month 1& 2	£ 634.74
9-May-23	Chairman's Allowance	Lidl and M&S nibbles and drinks for Annual Parish Meeting (paid by Clerk)	£ 61.51
			£ 3,469.37

Bank Balance at 28 April 2023:

Community Acc: £4029.43

Business Acc: £52626.30

The 1st tranche of precept (£12528) and litter warden grant (£8398.52) has been received.
A VAT refund from 2022/23 (£1867.83) has been received.

8. 15/23 Date of next Meeting Tuesday 13th June , Highclere Village Hall 7:30pm.

Signed _____ Position _____ Date _____