**Cotesbach Parish Council**

**Minutes of Annual Parish Council Meeting held on Tuesday 24th May 2022 at 7.00 pm**

1. **Members Present**

Cllr Edmund Hunt, Chairman (EH), Cllr Margaret Wild (MW), Cllr Raj Filippardos (RF), and Patricia Nunn (PN), Parish Clerk.

1. **Apologies for Absence**

Apologies received from DCllr Jonathan Bateman (JB) and C Cllr Blake Pain. Apologies accepted.

1. **Election of Chairman and Vice Chairman to the Council**

The current Chairman and vice chairman, EH and MW, stood down from their positions.

EH was proposed for Chairman by MW, seconded by RF and agreed unanimously. **Duly elected**.

RF was proposed for Vice Chairman by EH, seconded by MW and agreed unanimously. **Duly elected.**

Acceptance of Office forms were signed at the meeting.

1. **Disclosure of Interests**

There were none.

1. **Acceptance of Minutes of previous Annual Council Meeting on 4th May 2021**

Proposed by EH, seconded by MW to accept the minutes as an accurate record of the meeting and signed by EH. **Resolved**

1. **Parish Council Annual Report by Chairman**

The Annual Report was presented to the Council by EH, detailing what has been achieved in the Parish during the past year and will be available on the website.

1. **Finance**
2. **Financial Annual Report**

 An end of year report was presented to the Council by PN detailing the payments, receipts and bank reconciliations for the year 2021/22. It was proposed by EH and seconded by RF and **agreed** unanimously.

 ii) **Asset Register**

The updated for 2022/23 register was proposed by EH, seconded by MW and **accepted** unanimously**.**

1. **Review of Code of Conduct/ Financial Regulations/ Standing orders/Risk assessment and other Policies**

There has been some changes to the Code of Conduct which adopted the recent new Code provided by HDC, where relevant, No other changes have been made over the previous year and was proposed by EH, seconded by MW that all are accepted. **Agreed unanimously.** All policies and procedures will be reviewed annually.

1. **Review of Insurance Cover**

The PC have insurance cover on a 5 year package commencing 2021, to achieve a discount. The contract to last until 2026. There is only slight increase yoy to take account of index linking.

1. **Election of Parish Council representative to above Bodies**

Magna Park Liaison Group – MW

Village Hall Committee – EH

Quarry Liaison Group - CM

 All proposed by EH and seconded by MW. Unanimously **agreed.**

1. **Dates for Council meetings for the next year**

These were agreed at the meeting.

1. **Any Other Business**

There was no other business

 The meeting ended at 1915.

To **resolve** that the minutes of the meeting of the Annual Parish Council Meeting held on the 24th May 2022, and circulated to all members, be signed as a correct record.

Signature:…………………………………………………………………………….. (Chairman)

Name:…………… Ed Hunt……………………………………………………………………

Date:……………16th May 2023…………………………………………………………………….