**Cotesbach Parish Council**

**Minutes of Annual Parish Council Meeting held on Tuesday 16th May 2023 at 7.00 pm**

1. **Members Present**

Cllr Edmund Hunt, Chairman (EH), Cllr Margaret Wild (MW), Cllr Rob Morris (RM), Cllr A Newton (AN), Cllr Gavin Bennett (GB) and Patricia Nunn (PN), Parish Clerk.

Residents present 11

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 RM and agreed unanimously. **EH was duly elected**.

GB was proposed by MW, seconded by AN ,for the position of vice chairman. Agreed unanimously. **GB was duly elected**.

 Acceptance of Office and Register of Interest forms were signed at the meeting.

1. **Disclosure of Interests**

There were none.

1. **Acceptance of Minutes of previous Annual Council Meeting on 24th May 2022**

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 sent to Councillors before the meeting 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 2022/23.

 ii) **Asset Register**

The updated for 2022/23 register was reviewed an no changes made.

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

There have not been any changes 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 proposed by EH, seconded AN

Village Hall Committee – EH proposed by MW, seconded RM

Quarry Liaison Group – CM proposed by AN, seconded MW

Unanimously agreed

**Other Organisations/ Councillor Roles**

Parishes Community Fund – EH to continue as trustee

Crime and Police Liaison - to be reviewed. RM to investigate

Highways - MW/RM

Planning - EH/GB/AN

Pond /environment - GB

Vehicle activated sign - A Adcock

Emergency Plan/defibrillator - MW

 Unanimously **agreed.**

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

These were agreed at the meeting.

 The date for the next Annual Parish Council meeting will be Tuesday 14th May 2024.

1. **Any Other Business**

There was no other business

 The meeting ended at 1940.

To **resolve** that the minutes of the meeting of the Annual Parish Council Meeting held on the 16th May 2023, and circulated to all members, be signed as a correct record.

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

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

Date:……………12th September 2023…………………………………………………………………….