**MINUTES OF THE ANNUAL COUNCIL MEETING OF INGESTRE WITH TIXALL PARISH COUNCIL**

**on Wednesday, 10 May 2023, at 7.30pm at Tixall Village Hall**

**Present:** Cllrs: Mr Malcolm Sindrey (Chairman), Mrs Jane Tinniswood, Dr Tric Parrott and Mr Keith Palmer representing Tixall. Cllrs: Mrs Sue Haenelt (Vice Chairman) and Mr David Lees representing Ingestre.

**34/23 Apologies:** All Cllrs in attendance.

**35/23 ELECTION OF CHAIRMAN** – Cllrs unanimously nominated Malcolm Sindrey, who accepted and was confirmed as Chairman for the next 12 months. Acceptance of Office was signed.

**36/23 ELECTION OF VICE CHAIRMAN** – Cllrs unanimously nominated Sue Haenelt, who accepted and was confirmed as Vice Chairman for the next 12 months. Acceptance of Office was signed.

**37/23 DECLARATION OF OFFICE AND DISCLOSABLE PECUNIARY INTERESTS** –Declarations of Office signed. New Disclosable Pecuniary Interest and Sensitive Interest forms, as provided by SBC, were provided to all Cllrs. Once completed, Clerk will forward these to SBC on behalf of Cllrs.

**38/23 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23**

**a.** Annual Governance Statement 2022/23 was discussed, approved, and signed by the Chairman and Clerk/RFO.

**b.** Accounting Statements for 2022/23 were reviewed, approved, and signed by the Chairman and Clerk/RFO.

**c.** Clerk/RFO updated Council on approach to be taken if any errors were identified in the Annual Return. After discussion, it was resolved that if any errors were identified by the external Auditors Mazars, the AGAR should be returned for the Clerk/RFO to correct. This approach will ensure the published return is materially correct. It was noted that a small charge will be applied if this should happen and it was resolved that this charge will be paid accordingly.

**d.** Clerk presented dates for the period of Public Rights, as follows: 12.6.23 – 21.7.23, which were approved.

**39/23 RISK MANAGEMENT – INTERNAL CONTROLS/GOVERNANCE**

**a.** Cllr Lees agreed to assume responsibility for the mid-year Internal Control / Governance check in relation to regular ongoing accounting/financial processes, following the resignation of Mr Bostock.

**40/23 INSURANCE 2023/24**

**a.** Insurance details for 2023/24 were fully considered by all Cllrs and it was resolved to accept the premium as provided by Zurich for 2023/24 at an annual cost of £272.13.

**41/23 DATA PROTECTION**

**a.** All of the Data Protection Policy documents, as presented by the Clerk, were approved and formally adopted by full Council. It was resolved to purchase a small lockable filing cabinet for Parish Council use only, to be stored in the village hall. Clerk and Chairman to have keys. Chairman to arrange purchase of filing cabinet.

**42/23 RESOURCES COMMITTEE**

**a.** Terms of Reference for the above Committee were reviewed and it was resolved that no changes were required, Cllrs Dr Parrott and Mrs Tinniswood to remain as representatives. Further review in 2025.

**43/23 DATE OF 2024 MEETING**

**a.** 8 May 2024 was approved.

Meeting closed at 7.57pm