

**INGLETON PARISH COUNCIL**  
**Annual General Meeting**

held on:  
**Wednesday 25 May 2022 at 7.00pm**  
Village Hall, Ingleton

**MINUTES OF MEETING**

The Chair advised visitors that they may record meetings, either by video or audio means, but not by live feed, and that discussions will be audio-recorded by the Council, but only until the Council approves the typed minutes. After such time the recording will be deleted.

ITEM No.	ITEM
1	<p><b>Present:</b> <b>In attendance:</b> <b>Councillors:</b> Cllr Leech (Chairman); Cllr Hunton (Vice-Chair); Cllr Pressley; Cllr Ingleson <b>Website Manager:</b> Mr A Mead <b>Visitors:</b> 4 <b>Clerk:</b> J Mead</p>
2	<p><b>Apologies for Absence</b> Cllr Cartwright; Cllr Humble &amp; Cllr Vickers At this time the Chairman, took the opportunity to commend the thoughts of everyone at the meeting to Cllr Vickers and both her immediate and extended family following the sad bereavement of Mrs Joyce Chapman, a true and loyal friend to both the Council and the Parish and whose loss will be very much felt in the community.</p>
3	<p><b>Declarations of Interest:</b> Members were asked to consider whether they might have a personal or a pecuniary interest in any matter included on the Agenda for this meeting. No such declaration was offered.</p>
<b>Public Participation:</b> Members of the public are invited to raise questions and/or concerns.	
4	<p>a) Public Participation: Comments on agenda items. No comments were offered</p> <p>b) Public Participation: Any other business. No items were raised.</p>
<b>Strategic Business:</b> Issues of strategic importance that require priority attention	
5	<p><b>Election of a Chair for the year 2022/23 :</b> There being no candidates applying to become Chairman of the Parish Council for 2022/23 Cllr Leech agreed to retain Chairmanship for one more year. Cllr Pressley seconded the motion followed by a unanimous vote in favour.</p>
6	<p><b>Election of a Vice-chair for the year 2022/23:</b> There being no candidates applying to become Vice-Chairman of the Parish Council for 2022/23 Cllr Hunton agreed to retain Vice-Chairmanship. Cllr Ingleson seconded the motion followed by a unanimous vote in favour.</p>

**7 Council Member Vacancies and Co-options**

It is recorded that no vacancies or Co-options exist at this time.

**8 Register of Interests**

No requirement for Registers of Interests to be made in this non-election year.

**9 To Approve and Review Council Policies and Standing Orders**

The Durham County Council's recommended Code of Conduct was accepted and approved as being the Code of Conduct for Ingleton Parish Council.

The following Policies as well as the Standing Orders were reviewed and approved for publication on the Ingleton Parish Council website:

- Standing Orders
- Expenses Policy:
  - The expenses which could, but, to date, never have been claimed, should increase with inflation
  - Appendix 1, a copy of the financial regulations adopted in 2014 but which are no longer valid, to be removed.
- Public Filming and Recording
- Financial Regulations:
  - Training session covering purchases procedure to be scheduled later in Parish Council calendar
- Health and Safety
- Risk Management
- Planning Application Protocol
- Publication Scheme
- Retention of Documents and Records
- Village Greens

**Routine Business**

**10 Minutes of the last meeting:**

The Minutes of the Ingleton Parish Council Annual General Meeting dated Wednesday 12 May 2021, were agreed as an accurate record of the Meeting.

Proposed: Cllr Leech    Seconded: Cllr Pressley    Unanimous vote in agreement.

**11 IPC Finances:**

**11.1** The Annual Governance Statement (Section 1 of external audit) was approved for sending to the External Auditor's office

**11.2** The end of year accounts were approved as a correct record of transactions carried out in the financial year 2021/22

**11.3** Thanks and acceptance to be sent to the Council's internal auditor for the continued support offered to audit the Parish Accounts free of charge

**11.4** Financial Regulations already reviewed earlier in the meeting.

**11.5** Asset register to remain as detailed though query to be made by Clerk to the Parish Council's insurance company with regard to valuation of Bus Shelters in case of any event whereby they may be part of an insurance claim.

**11.6** The Risk Register was approved as being correct and an accurate working document. The Chair confirmed that the Parish Council responsibly followed the guidelines of GDPR in relation to the holding of both public and confidential information.

Proposed: Cllr Leech    Seconded: Cllr Hunton    Unanimous vote in agreement.

- 12 Pavilion and Field Working Group (PFWG):**  
Update given in subsequent Annual Parish Meeting which immediately follows this meeting.

**Members' Questions to Chair or Clerk**

- 13** No questions were asked at this time.

**14 Dates and Times of Future Meetings**

<b>DATE</b>	<b>DAY</b>	<b>VENUE</b>
27 July 2022	Wednesday	Village Hall, Ingleton
28 September 2022	Wednesday	Village Hall, Ingleton
23 November 2022	Wednesday	Village Hall, Ingleton
25 January 2023	Wednesday	Village Hall, Ingleton
22 March 2023	Wednesday	Village Hall, Ingleton

Joyce Mead  
Parish Clerk  
Ingleton