

**Westward Parish Council**

**Minutes of the meeting of the Annual Parish Council Meeting held on Monday 16<sup>th</sup>  
May 2022 at Westward Halls**

**PRESENT**

Cllrs Brown, Studholme, Holliday & Hartley

**Also present:**

M Graves, J Webster (Clerk) & E Watson

**1/22 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

Cllrs Robinson, Rotheray, Brockbank &, Osbourne  
Cllr Johnson (CCC)

**2/22 ELECTION OF THE CHAIR FOR 2022/23**

Cllr Brown was re-elected as Chair

**3/22 TO RECEIVE THE CHAIRMANS DECLARATION OF OFFICE**

The Chair duly signed the declaration of office

**4/22 TO APPOINT A VICE-CHAIR FOR 2022/23**

Cllr Brockbank was re-elected as Vice Chair

**5/22 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

Cllrs Robinson, Rotheray, Brockbank &, Osbourne  
Cllr Johnson (CCC)

**6/22 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 21<sup>st</sup> FEBRUARY 2022**

The minutes of 21<sup>st</sup> February 2022 were **APPROVED** and signed as a true record.

**7/22 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICER TO GIVE NOTICE OF  
INTEREST OF ITEMS ON THE AGENDA**

None

**8/22 REQUESTS FOR DISPENSATIONS**

None

**9/22 TO CONSIDER WHETHER THERE ARE ANY ITEMS ON THE AGENDA FOR WHICH THE  
PRESS AND PUBLIC SHOULD BE EXCLUDED**

None

**10/22 PUBLIC PARTICIPATION**

**10.1** To receive comments and representations from members of the public- None

**10.2** To receive reports from Borough and County Councillors in attendance – None

### **11/22 CO-OPTION ONTO THE COUNCIL**

The Chair brought Item 18 on the agenda forward and welcomed Emma Watson to the meeting. Emma was duly co-opted onto the Council as a vacancy had occurred due to Barbara Stoddart standing down. The Chair noted Barbara had been a valued member of Westward Parish Council.

### **12/22 STANDING ORDERS AND FINANCIAL REGULATIONS**

The Clerk reported that the standing orders and financial regulations had been reviewed, and that no changes were required. The Council therefore continue to adopt the NALC Models

### **13/22 ASSET REGISTER**

The asset register was reviewed. It was noted that there appeared to be some seats missing. Investigations are to take place by Councillors and this item will be brought back to the next meeting

### **14/22 FINANCE MATTERS**

**14.1** To receive and authorize the quarterly payments – **RECEIVED AND APPROVED**

**14.2** To receive the financial statement – **RECEIVED**

### **15/21 FINANCIAL STATEMENTS AND ANNUAL AUDIT**

**15.1** To approve and authorise the Chairman & Responsible Financial Officer to sign the certificate of Exemption – Approved and duly signed

**15.2** To receive the Annual internal audit report for 2021/22 – Received

**15.3** To approve and authorise the Chairman & Responsible Financial Officer to sign the Annual Governance Statement – Approved & duly signed

**15.4** To approve & authorise the Chairman & RFO to sign the accounting statements of the Annual Return – Approved and duly signed

**15.5** To approve and authorise the Chairman and RFO to sign the accounts for the year ending 31<sup>st</sup> March 2022

**15.6** To note the period of Exercise of Electors Rights and publication on website – noted

### **16/22 TO CONSIDER THE RENEWAL QUOTE FOR INSURANCE**

The insurance quote from was reviewed and the Clerk instructed to proceed with renewal

### **17/22 NOTICEBOARDS**

It was noted that repairs to the noticeboards had been undertaken. Cllr Brockbank and Hartley were thanked by the Chair for their work

### **18/22 JUBILEE CELEBRATIONS**

Jubilee celebrations are in hand and the Bonfire/Fireworks are free of charge. Two trees are to be planted as part of the Queens Canopy which the Parish Council are to fund. Rosley School are to hold a Jamboree on 2<sup>nd</sup> June.

### **19/22 MEMBERS REPORTS**

Slow but steady progress on repairs to the roads in the parish

### **20/22 CLERKS REPORT**

- Draft Risk assessment (insurance requirement) to be sent to Cllrs Studholme and Watson for completion
- Enquired whether desirable to purchase plaques for the trees (standard template for the Queen Canopy) AGREED that the Clerk order

### **43/22 COUNCIL MEETING DATES FOR THE FORTHCOMING COUNCIL YEAR**

As usual – Third Monday of the following months 15<sup>th</sup> August, 21<sup>st</sup> November, 20<sup>th</sup> February and 15<sup>th</sup> May

Meeting closed 8.20pm