

# Bilsdale Midcable Parish Council Annual Meeting

## Draft Minutes of Meeting held 29<sup>th</sup> May 2024 Chop Gate Village Hall

Present: Cllrs M Bowes (Chairman), J Smith, B Heley, K Verity, S Sanderson  
In attendance: Mr R Stanton, C Marsh, S Reynolds, Clerk J Gamble

1. **Election of Chairman and Vice Chairman:** Cllr Bowes and Cllr Smith were unanimously re-elected as Chairman and Vice Chairman respectively
2. **Introduction and welcome:** The Chairman welcomed everyone to the meeting
3. **Apologies for absence:** Cllr H Moorhouse
4. **Declarations:** None received
5. **Finance:**
  - a) There is a bank reconciliation of £8 due to payment of bank account fee for March on 5<sup>th</sup> April, which has been brought forward to 31<sup>st</sup> March
  - b) The table of receipts and payments for 2023-2024 was signed by the Responsible Financial Officer and presented to Members. Resolved: the information was endorsed as a true record and the Chairman signed the document
6. **Internal Auditor Report:** The internal auditor, Mr R Stanton, presented his report. He concluded that the accounts were correct, the internal control objectives were all met and all documentation and administration processes were satisfactory.  
It was noted that the Community Fund is a restricted reserve to only be used for community initiatives.  
Mr Stanton enquired about the current insurance policy cover for employees. The Council has a standard insurance policy for smaller councils and agreed to check this provision.  
Action: Clerk  
Mr Stanton completed and signed the Annual Internal Audit Report 2023-24.  
Mr Stanton was thanked for his work on the audit
7. **AGAR documents for the year 2023-2024:** The Annual Governance and Accountability Reports were received. Bilsdale Midcable Parish Council qualifies as an exempt authority and the Certificate of Exemption had been signed by the Responsible Financial Officer and Chairman on 1<sup>st</sup> May. Action: Clerk to return to the external auditors by 30<sup>th</sup> June
  - a. The Annual Governance Statement 2023-2024 was discussed. Resolved: that the Council has satisfied all the specified requirements. Action: the Chairman and Clerk signed the form
  - b. The Accounting Statement 2023-2024 was signed and presented by the Responsible Financial Officer. Resolved: that the statement be approved. The document was signed by the Chairman
  - c. Financial variances Resolved: the main financial variances discussed in item 5 were endorsed
8. **Period for public access:** It was agreed that the period for the public access to the AGAR information should run from Monday 3<sup>rd</sup> June to Thursday 11<sup>th</sup> July 2024. Notices will be prepared and the relevant information will be placed on the Parish Council's web site. Action: Clerk

9. **Voting at YLCA Branch meetings:** YLCA has requested the names of members who will be eligible to vote at YLCA branch meetings. Resolved: Cllr J Smith and Cllr K Verity be the named members. Action: Clerk to inform YLCA
10. **Correspondence:** Recent correspondence included:
  - a) **Broadband provision:** Quickline reported there has been a delay to the Government announcement about the Gigabit broadband contract for this area. Members expressed their concern at the Government's delay
  - b) **Speed surveys in Chop Gate:** The Report on the pair of speed surveys in May show data which meet the criteria for which the police need to be consulted regarding possible traffic calming measures. Resolved: to send the Police the results of the surveys and initiate discussions about further measures. Action: Cllr Smith and Clerk
  - c) **Damage to posts on Clay Bank:** A local resident has reported accidental damage to posts by a grass cutting vehicle. Resolved: to request Highways to repair the damage as soon as possible. Action: Clerk
  - d) **Bilsdale website:** The Bilsdale website needs updating to meet new regulations. Cllr Smith briefly described possible options plus the use of more secure gov.uk email addresses. Resolved: to hold a separate informal meeting to discuss details. Actions: Cllr Smith to email summary and Clerk to arrange a meeting

The next meeting will be on 3<sup>rd</sup> July 2024 in Chop Gate Village Hall starting at 7:30pm

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