

Frampton Parish Council

MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 15TH MAY 2023

1. **CONFIRMATION OF ELECTION OF CHAIR**
 - 1.1 To elect Chair
Cllr Mutti was proposed, seconded, and duly elected Chair of Frampton Parish Council.
 - 1.2 To receive Chair's Declaration of Acceptance of Office

2. **CONFIRMATION OF ELECTION OF VICE CHAIR**
 - 2.1 To elect Deputy Chair
Cllr Antram was proposed, seconded, and duly elected Deputy Chair of Frampton Parish Council.
 - 2.2 To receive Deputy Chair's Declaration of Acceptance of Office

3. **APPOINTMENT OF OFFICERS AND BRIEF HOLDERS**
 - 3.1 Rights of Way Officer
Cllr Adler was appointed to this role.
 - 3.2 Flood Liaison Officer
Mr Thomson was appointed to this role.
 - 3.3 West Dorset Area Committee DAPTC representative
Cllr Taylor was appointed to this role.
 - 3.4 Highways Officer
The Clerk was appointed to this role.
 - 3.5 Frampton Village Hall Management Committee representative
Cllr Christopher was appointed to this role.
 - 3.6 Playpark representative
Cllr Purse was appointed to this role.
 - 3.7 Burial Ground representative
Cllr Adler was appointed to this role.
 - 3.8 Tibbs Hollow representative
Cllr Mutti was appointed to this role.
 - 3.9 Village Green representative
Cllr Adler was appointed to this role.
 - 3.10 Millennium Green representative
Cllr Adler was appointed to this role.
 - 3.11 Allotments representative
Cllr Taylor was appointed to this role.
 - 3.12 Magna liaison representative
Cllr Taylor was appointed to this role.
 - 3.13 Internal auditor
Mr Paul of JP consultants was appointed to this role.
 - 3.14 Responsible Finance Officer
Mr Lewin was appointed to this role.

4. **APPROVAL OF REGULATIONS AND DOCUMENTS**
 - 4.1 Standing Orders (new)
These were approved with no amendments.
 - 4.2 Code of conduct
These were approved with no amendments.
 - 4.3 Financial regulations
These were approved with no amendments.

4.4 Annual Risk assessments

These were approved with no amendments.

4.5 Freedom of information requests

This was approved with no amendments.

4.6 General data protection regulation

This was approved with no amendments.

4.7 Complaints procedure

This was approved with no amendments.

4.8 Social media policy

This was approved with no amendments.

4.9 To confirm the frequency and timings of Full Council meetings

Members agreed to meet every 3 months, on the third Tuesday of that month.

Start time was agreed at 7pm.

5. Finances and audit

5.1 To approve accounts for financial year 22/23 subject to audit

5.2 To approve the reserves

5.3 To approve the asset register

5.4 To approve the insurance schedule

5.5 To confirm the dates for notice of public rights to view unaudited accounts

5.6 To approve the Annual Governance and Accountability Return for 22/23 subject to audit

To include:

Declaration of exemption of external audit

Annual Governance Statement

Accounting Statement