

Frampton Parish Council

Minutes of the Annual General Meeting held at Frampton Village Hall

On 16th May 2022

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

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

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

4. **APPROVAL OF REGULATIONS AND DOCUMENTS**
 - 4.1 Standing Orders
These were approved with the addition of a new VISA card policy
 - 4.2 Code of conduct (new)
This was accepted

4.3 Financial regulations

These were approved with the addition of a new VISA card policy

4.4 Annual Risk assessments

These were approved with no amendments

4.5 Freedom of information requests

This was accepted

4.6 General data protection regulation

This was accepted

4.7 Complaints procedure

This was accepted

4.8 Social media policy

This was accepted

4.9 To confirm the frequency and timings of Full Council meetings

5. Finances and audit

5.1 To approve accounts for financial year 21/22 subject to audit

40 payments totalling £ 10913.87 were approved.

10 receipts totalling £ 11005.17 were approved.

5.2 To approve the reserves

The specific reserves were agreed and ratified.

The general reserve of £ 3013.77 was within guidance and approved.

5.3 To approve the asset register

The asset register totalling £ 45058.36 was approved.

5.4 To approve the insurance schedule

There were no amendments to the insurance schedule and therefore approved.

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

The dates of the notice were set as 13th June 2022 until 22nd July 2022.

5.6 To approve the Annual Governance and Accountability Return for 21/22 subject to audit to include certificate of exemption, annual governance statement and accounting statements.

The following was approved.

Certificate of Exemption for 2021/22

Annual Governance Statement for 2021/22

Accounting Statement for 2021/22

There being no further business, the meeting closed at **2124 hours**

Chair _____ Date _____