



DILHORNE PARISH COUNCIL

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Minutes of the **ANNUAL ASSEMBLY** held on Tuesday 14th May 2024

Meeting was held at Dilhorne Recreation Centre

Present: Cllrs. D. Bateman, D Horvath, J. Carnall, E. Whitehall, S. Wildman

Apologies: None

Members of the Public: none

Item	Subject	Description
1	APOLOGIES	None
2	ELECTION OF OFFICERS	<p>CHAIR – Cllr Bateman was nominated by Cllr Horvath, seconded by Cllr Wildman. All other Councillors were in agreement and Cllr Bateman was duly elected as Chair and Cllr Bateman accepted the position of Chair.</p> <p>VICE-CHAIR – Cllr Horvath was proposed by Cllr Carnall, seconded by Cllr Wildman. All other Councillors were in agreement and Cllr Horvath was duly elected as Vice-Chair and accepted the position.</p> <p>MONITORING FINANCIAL OFFICER – Cllr Whitehall was proposed by Cllr Horvath, seconded by Cllr Carnall. All other Councillors were in agreement and Cllr Whitehall was duly elected as Monitoring Financial Officer and accepted the position.</p>
3	MINUTES	Minutes of the 2023 meeting were signed as a true and correct record at the June 2023 meeting.
4	ELECTION OF REPRESENTATIVES	<p>DILHORNE RECREATION CENTRE – As three Councillors (Bateman, Carnall and Whitehall) are already on the Recreation Centre Committee it was considered that this was acceptable for all to act as representatives.</p> <p>STAFFS MOORLANDS PARISH ASSEMBLY - Cllrs Bateman and Horvath were elected as representatives. Cllr Bateman has voting power. All Councillors can attend but only two will be allowed to sit in the Chamber, extras to sit in public area.</p>
5	REVIEW OF INSURANCE COVER	This is the 4th year of the 5 year of the LTA, (runs until June 2025) therefore no action to be taken. Documents received from insurers for 2024-25 with renewal premium at £289.47. Policy renewal date is 1st June 2024

Minutes are draft until agreed at the next meeting

Signed (Chair)

Date 18th June 2024

Item	Subject	Description
6	REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS	Clerk advised that a new Model Financial Regulations document had just been published, Clerk to update as necessary and provide Councillors with updated copies to be approved at the June meeting. Standing orders are up to date.
7	REVIEW OF RISK ASSESSMENT DOCUMENT	Clerk had reviewed the document and no changes were required.
8	REVIEW OF FIXED ASSET REGISTER	Clerk had reviewed the document and no changes were required.
9	REVIEW OF COUNCIL POLICIES	Clerk had reviewed Council policies: - DATA PROTECTION POLICY – no changes required MEDIA RELATIONS POLICY – no changes required SOCIAL MEDIA POLICY – no changes required SAFEGUARDING POLICY - no changes required
10	MEETING DATES	Dates for the next 12 months June 2024 to May 2025 given to all Councillors, copy to go on noticeboards.
12	BANK SIGNATORIES	There are three signatories for the bank accounts. Currently on bank mandate are – Cllrs Bateman and Horvath and Mrs L Cantlay (Clerk). Two signatures are required on all cheques and cheque stub to be initialled by those who sign the cheque. BASC payment allowed in line with Financial Orders but must be approved at meeting prior to payment leaving the account and are set up by Clerk for payment the day following the meeting . These to remain unchanged.
13	CHAIRS REPORT	Cllr Bateman thanked Councillors and Clerk for their support during the last 12 months.
	MEETING CLOSED	19.29

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Signed (Chair)

Date 18th June 2024