

**OSGATHORPE PARISH COUNCIL  
MINUTES OF THE ANNUAL MEETING  
HELD AT THE HARLEY HALL  
TUESDAY 3rd May 2022**

<b>Present:</b>	<p>Cllr Martin Buczkiewicz (Chair)  Cllr Jim Elson (Vice Chair)  Cllr Jill Ella  Cllr Andrew Bate  Cllr Mike Fairlamb</p> <p>Clerk to the Council - vacancy</p>
<b>Also in attendance:</b>	Three members of the public and two Police Speakers
<b>Apologies:</b>	None
<b>Council Meeting:</b>	
<b>01/2022</b>	<p><b>Convening of the new Council.</b>  Cllr Buczkiewicz opened the meeting and welcomed all attendees.</p>
	<p><b>1. Voting in new Clerk.</b>  Cllr Buczkiewicz reported that 8 people had been approached to fill the vacancy so far and the search continues.</p>
<b>02/2022</b>	<p><b>2. Voting of Chair and Vice Chair.</b>  Cllr Elson nominated Cllr Buczkiewicz as Chairman. Seconded by Cllr Ella. All voted unanimously.</p> <p>Cllr Fairlamb nominated Cllr Elson as Vice Chairman. Seconded by Cllr Bate. All voted unanimously.</p>
<b>03/2022</b>	<p><b>3. Review of Year End Accounts.</b>  Section 1 – Annual Governance Statement</p> <p>Cllr Buczkiewicz gave a summary from the Annual Governance Statement and headline recommendations from the internal audit report which are:-</p> <ul style="list-style-type: none"> <li>• Equal opportunities policy - we have a statement on the website, but perhaps this needs to be reviewed and expanded.</li> <li>• Complaints procedure - adopt a procedure that could be linked to the Borough Council</li> <li>• Register of interests is linked to the Borough Council</li> <li>• Date the Agenda to ensure the three clear days is evidenced</li> <li>• The PC should consider moving to online banking</li> </ul> <p>Section 2 – Accounting Statements for 2021/22</p> <p>Bank balance as at 31 March 2022 was £14,002  Less any unpresented cheques £150  Add any unbanked cash £280  Net bank balance as at 31 March 2022 was £14,132</p>

	<p>The detailed accounts were presented to the Council for review.</p> <p>Cllr Buczkiewicz proposed the submitted annual governance statement and accounts summary as showing a true and fair view for the year 2021/22. Seconded by Cllr Bate. Unanimously approved.</p>
<b>04/2022</b>	<b>3. Annual Review of Risk Assessments</b>
	<p>The RA for the ride on mower needs to be reviewed in detail following a recent maintenance inspection and an agenda item will be included on the July agenda.</p> <p>Cllr Bate proposed that the risk assessments be accepted. Seconded by Cllr Buczkiewicz. All voted unanimously.</p>
<b>05/2022</b>	<b>4. Review of Standing Orders</b>
	<p>The Standing Orders were reviewed and currently refer to the Council meeting five times per year. Cllr Buczkiewicz proposed that this be updated to six times per year to reflect our current arrangement. Seconded by Cllr Ella. All voted unanimously.</p>
<b>Signed by Chairman</b>	
<b>Date</b>	

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