

Headland Parish Council
Minutes from the Annual Meeting held on Monday, 20th May 2024

IN ATTENDANCE

Councillors S. Lee (Chair), S. Moore, M. Wright, M. Jorgeson, P. Andrews, A. Hay, A. Smith, A. Turner, J. Wenman, A. Jackson, S. Gaiety, A. Muller-Nicholson

Clerk of the Council: Michelle Ellett

1. Apologies for absence were received from Councillor White.
2. Councillor Moore was proposed by Councillor Jorgeson and seconded by Councillor Andrews.
 - 2.1 Declaration of Office from Councillor Moore was received.
3. Councillor Wright was nominated as Vice-Chair, seconded by Councillor Moore.
 - 3.1 Declaration of Office for Councillor Wright was received.
4. A verbal report from the Outgoing Chair, Councillor Lee, was given and acknowledged by members. Councillor Lee was thanked for her work in her time as Chair.
5. The Minutes of the previous Annual meeting held on Monday, 22nd May 2023 were accepted as a true record by members.
6. **Election of Delegates to Outside Bodies:**
 - 6.1 **Audit & Governance Committee** – Councillor Andrews was accepted by members to sit on this Committee.
 - 6.2 **Any Other Committees** – To be allocated once new Chair of Hartlepool Borough Council puts Committees together.
 - 6.3 **Review representation or work with external bodies and arrangements for reporting back** – Any member appointed to a Committee is to report back to the Parish Council Meeting.
7. **Confirm arrangements for Insurance Cover in respect of all insured risks:**

Clerk confirmed that insurance cover is provided by Zurich Insurance. Clerk to review renewal cost.
8. **Report Council's and/or staff subscriptions to other Bodies:**
 - 8.1 **SLCC** – The cost for this would be £120. It is important for Clerk to have a support network in place. There would also be a training course on 18th September 2024. Councillors accepted this proposal.
 - 8.2 **NALC** – Clerk unsure of this cost as it was based on the number of electors. Decision postponed until a definite cost is sought.
 - 8.3 **Data Protection Registration (ICO)** – We subscribe to this at a cost of £35.
9. **To elect a Press Representative:**

Councillor Lee was proposed and seconded by Councillor Moore.

10. To elect an Employment Committee:

Clerk confirmed that this was to deal with any employment issues and conduct Clerk's appraisal.

Councillor Wright and Gaiety volunteered and approved by members.

11. To appoint an Internal Auditor:

Clerk confirmed that the internal auditor should be independent to the Council. Mr D. Moore was recommended by SLCC and is auditor for other Parish Councils. Mr Moore was approved by members.

12. To review Policies:

The following Policies were previously circulated to members. Some were already in place but needed reviewing and others need to be adopted.

- Standing Orders
- Financial Regulations
- Code of Conduct
- Health & Safety Policy
- Complaints Procedure
- Co-Option Policy

It was agreed that due to the number of policies needed to be adopted, the Standing Orders would be reviewed at the next meeting with 2 to be reviewed in July (Financial Regulations and Code of Conduct) and 2 to be reviewed in September (Health & Safety Policy and Complaints Procedure). The Co-option Policy was recently adopted so would be reviewed in October.

Complaints Committee to consist of: Councillors White, Jackson and Wenman.

Appeals Committee to consist of: Councillors Jorgeson, Moore, Wright and Gaiety.

13. To approve the 2023/24 End of Year Accounts:

The Finance Report and End of Year Accounts for 2023/24 were accepted by members.

14. To approve Sections 1 & 2 of the Local Council's Annual Return (AGAR)

Clerk read out Section 1 – Audit Governance Statement to members and was accepted.

Section 2 was also accepted by members.

The meeting adjourned at 7.20 pm.