

# Great Chesterford Parish Council

---

## Minutes of the Annual Parish Council Meeting held on Wednesday 17 May 2023

|                      |   |
|----------------------|---|
| <b>Present</b>       | Councillors Tom Newcombe, Amanda Cooper, Penny McCullough, Mike Mitchell, Julie Redfern, Rachel Thackray and Sharon Tricerri. |
| <b>In Attendance</b> | District Councillor Richard Pavitt, Kate Stacey, Clerk to the Council and three members of the public                         |

---

### **22/88 Election of Chairman**

Cllr Tom Newcombe was elected unanimously as Chairperson for the forthcoming year.

### **22/89 Election of Vice-Chairman**

Cllrs Mike Mitchell and Julie Redfern were elected unanimously as Vice Chairpersons.

### **22/90 Apologies for Absence**

There were no apologies for absence.

### **22/91 Declaration of Acceptance of Office**

Councillors submitted their 'Declarations of Acceptance of Office' and these were signed by the Clerk.

### **22/92 Declaration of Interests**

There were no 'personal' or 'pecuniary' interests declared relating to items on the agenda.

### **22/93 Public Forum**

There were no issues raised by the public.

### **22/94 Finance**

i. The asset register which had been previously circulated was approved as at 31/03/23.

ii. Section 1 of the Annual Governance Statement of the Annual Governance and Accountability Return 2022/23 was read through and approved.

iii. The annual accounts were approved and signed off by the Chair by signing Section 2; Accounting Statements 2022/23.

iv. The Council noted the completion of the Notice of Public Rights and Publication of Annual Governance and Accountability Return (Exempt Authority) would be displayed from 5 June 2023, and the Annual Governance and Accountability Return and associated documents would be made available on application to Cllr Mitchell from 5 June and 14 July 2023.

### **22/95 Policies and guidance documents**

The following policy and guidance documents had been previously circulated for review and were approved.

- i Financial regulations
- ii Standing Orders
- iii Code of Conduct (based on the UDC Code for consistency)
- iv Training Policy

It was noted that refresher training may be helpful for some Councillors. It was agreed that the Clerk would investigate what EALC bespoke training might be delivered at a mutually convenient date/time in Great Chesterford.

- v Freedom of Information Policy
- vi Equality Policy
- vii Data Protection Policy
- viii Council Publication Scheme
- iv Complaints Procedure
- v Grant Awarding Policy
- vi. Statement of Internal Control (Finance)

# Great Chesterford Parish Council

---

**22/96 Date of Next Meeting;** Wednesday 17 May 2023 (directly following completion of the above agenda)  
Thursday 18 May 2023; Annual Village Meeting  
Wednesday 14 June 2023

The meeting closed at 7.55pm.

DRAFT