

**WARBSTOW PARISH COUNCIL
ANNUAL MEETING
17th May 2022
7.30PM
CANWORTHY WATER SUNDAY SCHOOL**

1. Present	<p>Present: Lynette Hutchinson (Chair) Terry Luckwell (Vice) Lesley Bain (Clerk) Trevor Shute Andy Ireland Dean Wheable Roy Barton Jon Short</p>	
	Cllr Hutchinson welcomed everyone to the meeting.	
2. Public Speaking	N/A	
3. Election of Chair	Cllr Hutchinson was elected Chair Proposed Cllr Luckwell, seconded Cllr Wheable	
4. Election of Vice Chair	Cllr Luckwell was elected Vice Chair Proposed Cllr Wheable, seconded Cllr Ireland	
5. Signing of declaration of acceptance of office.	These forms were completed and passed to the Clerk	
6. Declaration of interests updates	Cllr Hutchinson reminded everyone that it is their responsibility to make any changes/updates and inform the Clerk.	All
7. Website updates	<p>Cllr Barton reported that the new website was progressing extremely well and is almost ready to go live. He suggested photographs of Councillors for the website, along with a short bio. Everyone was in agreement that the website was a vast improvement and thanked Cllr Barton for all his work on this.</p> <p>Cllr Hutchinson reported that Phil Tucker had given a quote of £41.38 to print 200 A5 double sided colour flyers to promote the new website.</p>	
8. Warbstow Standing Orders (revised 2022)	Cllr Hutchinson reported that there have been a some adjustments and updates to the Standing Orders and the Financial Regulations is a new document for Warbstow Parish. The Standing Orders will be adopted at the next meeting and the Clerk will upload to the website.	All

<p>9. Finance a. Internal Audit update</p>	<p>Cllr Hutchinson reported that the accounts are currently at the internal auditors and should be ready for our June meeting.</p> <p>The opening balance at the start of the year 2021/22 was £14,474.10. Total income - £8,360.58 (includes £4,299.75 levy) Expenditure is £4,533.42 Closing balance for is £18,301.26.</p> <p>The benches have been ordered and paid for (£2,480.24 inc VAT) Cllr Luckwell will organise the cementing of the benches along with Cllr Shute.</p>	
<p>10. Dates for forth coming year</p>	<p>7th June 2nd August 4th October 6th December 7pm 7th February 7pm 4th April 9th May</p>	
<p>11.</p>	<p>Meeting finished at 8.14pm. Next Meeting 7th June – @ 7.30pm</p>	

Approval of Minutes:  Date: 