**Osmaston and Yeldersley Parish Council**

**Annual Meeting of the Parish Council**

**8:40pm**

**Tuesday 16th May 2024**

**The Shoulder of Mutton PH, Osmaston**

**Minutes**

**In Attendance:** Cllr Paul Cranstone, Cllr T J Hall, Cllr John Naylor, Cllr Wright

**01/05/24AMPC Chair’s Report**

Cllr Wright read out his Report for 2023 – 2024, see attached, to the Annual Meeting of the Parish Council.

**02/05/24AMPC Election of Chair**

Cllr Wright asked for nominations. Cllr Naylor thanked Cllr Wright for their excellent service as Chair and proposed Cllr Wright’s re-election as Chair, this was seconded by Cllr Hall and approved by Cllr Cranstone. Cllr Wright accepted and signed the declaration of the Chair’s Acceptance of Office.

**03/05/23AMPC Election of Vice Chair**

Cllr Naylor proposed that Cllrs do not elect a vice Chair and that Cllrs will, if required take it in turns to chair the meetings. Cllr Hall seconded. This was approved by Cllr Cranstone and Cllr Wright.

**04/05/24AMPC Auditor’s Report 2023 - 2024**

The Internal Audit was conducted by Brenda Kirkham, Derbyshire Association of Local Councils, Cllrs approved the Internal Auditor’s Report.

Based on the Internal Audit Report Cllrs asked the Clerk to write to S Lees regarding the cheque, for last year’s poppy wreaths, which should be paid in as soon as possible, and to confirm that the Parish Council will purchase wreaths directly from the poppyshop.org.uk in future. *Action: Clerk to write to S Lees*

**05/05/24AMPC Certificate of Exemption - Annual Return 2023 - 2024**

The Chair read out the Certificate of Exemption checklist. Cllr Cranstone proposed approval of signature of the Certificate by the Chair and Clerk. Cllr Wright seconded, Cllr Hall and Cllr Naylor agreed. *Action: Clerk to forward to PKF Littlejohn LLP*

**06/05/24AMPC Annual Return 2023 - 2024 - Section 1 - Annual Governance Statements**

Cllrs read through the Section 1, the Annual Governance statement and were in agreement that the statement was correct and approved signing of Section 1 by the Chair, Cllr Wright and the Clerk, Fiona Raistrick.

**07/05/24AMPC Annual Return 2023 - 2024 - Section 2 - Accounting Statements**

Cllrs read through Section 2, the Accounting Statements and were in agreement that the statement was correct. Cllr Hall proposed signature of Section 2 by the Chair, Cllr Wright and the Clerk, Fiona Raistrick, and Cllr Cranstone seconded.

**08/05/24AMPC Discussion & Approval of Statutory Documents**

The Asset Register and the Risk Assessment were sent round to Cllrs with the Agenda, prior to the meeting. Cllrs agreed to review the Standing Orders, the Financial Regulations and the Risk Assessment at the July Parish Council meeting.

* **Standing Orders 2024 - 2025 -** to be discussed at the July Parish Council meeting
* **Financial Regulations 2024 - 2025** - to be discussed at the July Parish Council meeting
* **Fixed Asset Register 2024 - 2025** All items are covered under street furniture on the Insurance Policy. Cllrs approved the Asset register.
* **Risk Assessment 2024 - 2025 -** to be discussed at the July Parish Council meeting

**09/05/24AMPC Insurance Cover 2024 - 2025**

Zurich Insurance provided the same cover for the same fee as last year - £214.00. Cllrs approved the quote from Zurich and asked the Clerk to confirm with Zurich. Cllrs approved payment of the fee.

*Action: Clerk to arrange for payment of the invoice*

*Action: Clerk to add the certificate of Public Liability to the website*

**10/05/24AMPC Meeting Dates 2024 - 2025**

Cllrs approved the meeting dates for the year ahead to March 2025.

**Meeting ended: 9:00pm**