

# WISTOW

## PARISH COUNCIL

### Minutes of the meeting of The Annual General Meeting.

<b>DATE</b>	Tuesday 14 <sup>th</sup> May 2024		
<b>TIME</b>	19.10		
<b>LOCATION</b>	The Methodist Church, Wistow		
<b>Present</b>			
<b>Name</b>	<b>Role</b>	<b>Name</b>	<b>Role</b>
Dominic Tyler (DT)	Chair	Robin Poskitt (RP)	Councillor
Amie Kendal (AK)	Councillor	Michael Hewan (MH)	Councillor
Andy Copley (AC)	Councillor	Kevin Moore (KM)	Councillor
<b>Absent</b>			
Richard Harrison (RH)	Councillor		
<b>In Attendance</b>			
Samantha Edwards	Acting Clerk		
Public Attendees	1		
<b>AGENDA</b>			
<b>Number</b>	<b>Description</b>	<b>Action</b>	
<b>AGM 01/2324</b>	<p><b>Welcome &amp; Apologies</b></p> <p>The meeting was opened by Chair of the Wistow Parish Council, and everybody was welcomed to the meeting.</p> <p>There were apologies of absence from RH which were consented to.</p> <p>There were no declarations of interest.</p>		
<b>AGM 02/2324</b>	<p><b>Election of Chair</b></p> <p>The following nominations were received for the position of Chairman:</p> <ul style="list-style-type: none"> <li>- Robin Poskitt – RP was nominated by DT, and this was seconded by AC.</li> <li>- Richard Harrison - RH was nominated by AK, and this was seconded by DT.</li> </ul> <p>The vote for chairman was split 3 in favour of RP and 2 in favour of RH. RP did not cast a vote in the absence of RH not being present.</p> <ul style="list-style-type: none"> <li>- <b>Robin Poskitt was elected as Chair.</b></li> <li>- <b>Robin Poskitt accepted the term of office and will now sign the chairs declaration.</b></li> </ul> <p>DT handed over the meeting to RP as the new chair of the Wistow Parish Council. RP thanked everybody for the nomination and expressed thanks to DT who had covered the role over the last 12 months following a period of uncertainty. RP will be taking a similar route to overseeing the council as DT. There is a very open-door policy, RP is always available to talk to and would like everybody to work together positively for the community. SE was thanked for the work she had contributed and her commitment to the WPC whilst covering sick leave and acting as temporary clerk. The impact made on the council's efficiency was noted.</p>		

<p><b>AGM 03/2324</b></p>	<p><b>Election of Vice Chair</b>  The following nominations were received for the position of Vice Chair:</p> <ul style="list-style-type: none"> <li>- Richard Harrison – RH was nominated by MH, and this was seconded by AK.</li> </ul> <p>The vote for Vice Chair was unanimously accepted across the councillors.</p> <ul style="list-style-type: none"> <li>- <b>Richard Harrison was elected as Vice Chair.</b></li> <li>- <b>Richard Harrison accepted the term of office (previously before his absence was known) and will now sign the Vice Chairs declaration.</b></li> </ul>	
<p><b>AGM 04/2324</b></p>	<p><b>Minutes of the last meeting</b>  The minutes of previous Annual General Meeting held on 6<sup>th</sup> June 2023 had been previously circulated. These were approved unanimously and ratified as a true and correct record of the meeting. Minutes had been published on the website as per the procedure for annual meeting minutes.</p> <p>-</p>	
<p><b>AGM 05/2324</b></p>	<p><b>Appointment of Working Groups</b>  The following working groups and members were agreed for 2024 / 2025:</p> <ul style="list-style-type: none"> <li>- Finance: RH, RP, AC and SE</li> <li>- Playground/ Park: AK, RH and KM</li> <li>- Cemetery: RP, DT and KM.</li> <li>- Policies: RH. DT and AK.</li> <li>- Website: MH and AC</li> <li>- Social Media: AK</li> </ul> <p><b>ACTION: Example sets of TORs for finance to be circulated.</b></p>	
<p><b>AGM 06/2324</b></p>	<p><b>Appointment of representatives on outside bodies:</b>  The following outside bodies and members were agreed for 2024 / 2025:</p> <ul style="list-style-type: none"> <li>- Jubilee Village Hall – DT</li> <li>- Poor Lands Charity – RH</li> <li>- Wistow School Charity – AK/ RH</li> </ul> <p>Awaiting RH return from leave to accept positions.</p>	
<p><b>AGM 07/2324</b></p>	<p><b>Signatures</b>  The following signatures were agreed for the bank as follows:</p> <ul style="list-style-type: none"> <li>- Robin Poskitt.</li> <li>- Richard Harrison.</li> <li>- Samantha Edwards.</li> <li>- Amie Kendal.</li> </ul> <p>Margaret Horton to be removed from bank mandate asap following her resignation.</p>	
<p><b>AGM 08/2324</b></p>	<p><b>Year End Accounts</b>  SE as RFO had produced the year end accounts for 2023/2024.  It was noted that there was a 0.02p discrepancy by MH and AC advised this to be on line 25/1/2024. Difference to be amended.</p> <p>All Councillors happy with accounts to be submitted through on the AGAR.</p> <p>SE to arrange meeting with RH to complete the AGAR once he returns from holiday to make sure she is following the correct procedure.</p>	

	It was also noted that from next year as well as publishing the AGAR the auditors account report will also need to be published on the website.	
<b>APM 05/2324</b>	<b>Closing of the meeting</b> The meeting closed at 7.32pm	

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