

**CASTLETON PARISH COUNCIL - MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD
on 30th May 2024, Village Hall, Castleton**

These Minutes are hereby approved as a true and accurate record of the above annual meeting following Resolution of the Council at its next annual Parish Council meeting on in May 2025.

Signed Chair of meeting

Present: Cllr. A. Darlington (Chair), Cllr J. Simm (Vice Chair), Cllr. S. Ahead, Cllr. J. Stannard, Cllr. N. Spooner.

Also in attendance was the Clerk, Mrs T. Dale, 4 Residents.

Meeting commenced 7.02pm.

01/05/24 New Council:

A: Cllr. Darlington stood down as Chair. Cllr. Darlington was nominated for Chair, agreed to take on the Office and was duly elected. (Prop SA, 2nd JS, unan) Cllr. Darlington signed the Declaration of Acceptance and retained the Chain of Office. Prior to standing down Cllr Darlington requested that it was a thank you to Steve Hayes was recorded for all his help and assistance for setting up the room for the Annual Parish meeting held on the 22nd May 2024.

B: Cllr. Simm stood down as Vice Chair. Cllr. Simm was nominated for Vice-Chair, agreed to take on the Office and was duly elected. (Prop. JAS, 2nd NS, unan.). Cllr. Simm signed the Declaration of Acceptance.

02/05/24 Apologies were received form Cllr. Eyre, Cllr Judge, Cllr Collins, Cllr Farrell, PC Alex Simpson, PCSO Will Brockett.

03/05/24 No declarations of personal or pecuniary interests or requests for dispensations were received from Members as to any items to be discussed.

04/05/24 Annual Review of Policies and Documents

Following discussion it was agreed to adopt the following policies and to review them again in 12 months, or sooner, where necessary (Prop AD, 2nd JJ, unan)

- i) Standing Orders
- ii) Financial Regulations
- iii) Code of Conduct
- iv) Burial Ground Policy and fees
- v) Equal Opportunity Policy
- vi) Data Protection Policy, Privacy Policy, Record Retention
- vii) Freedom of Information Policy
- viii) S.137 Policy
- ix) Complaints Procedure
- x) Risk Assessment

Clerk to update website according and circulate a zip file of policy documents to all Councillors for future review. (AP)

05/05/24 Annual Review of Inventory of Land, Buildings and Other Assets
Resolved, updated Asset Register includes the Flood Pump and Accessories purchased in April 2024. (prop AD, 2nd NS, unan) Clerk to update website accordingly. (AP)

06/05/24 Minutes of Last Meeting and Matters Relating Thereto
A: The minutes of the previous Annual Parish Council meeting held on 22nd May 2023 were then considered, the minutes were approved. (Prop SA, 2nd JS, unan).
B: There were no matters to discuss relating to the minutes of the last meeting.

07/05/24 Council Ordinary Meetings

Agreed that the Council shall continue to hold its Ordinary Meetings in Castleton Village Hall (or such other place as specified on the agenda for the appropriate meeting), commencing at 7pm on the last Thursday of every calendar month excepting August and December. (*unless this be required to be changed by Law or Public Holiday) (prop AD, 2nd JJ, unan)

MEETING CLOSED 7.25pm.

The next Annual Meeting of the Council will be held in May 2025 in the Village Hall, Castleton.