

**Annual Meeting of Horton Parish Council (AMPC)**  
**Minutes**  
**TUESDAY 24<sup>TH</sup> MAY 2022**  
**at Champney Hall, Stanwell Road, Horton. SL3 9PA.**  
**starting at approximately 8:00pm**

<b>1</b>	<p>Welcome and introductions</p> <p>Present, and apologies, and declaration of interest:</p> <p>Present: Cllr Bovingdon, Cllr Coogan, Cllr Crame, Cllr Hickley</p> <p>Apologies: Cllr Cole, Cllr Gibbons and Ward Councillors Cannon, Larcombe and Muir</p>
<b>2</b>	<p><b>The election of the Chair of the Parish Council:</b></p> <p>Cllr Bovingdon had expressed that she did not wish to be renominated for Chair.</p> <p>Cllr Crame proposed Cllr Hickley for the position of Chair which was seconded by Cllr Bovingdon.</p> <p>Cllr Hickley accepted the nomination and all were in favour.</p> <p>Chair to sign the Declaration of Office form</p>
<b>3</b>	<p><b>The election of the Vice Chair of the Parish Council:</b></p> <p>Cllr Hickley proposed Cllr Crame as Vice Chair and Cllr Bovingdon seconded the nomination. All were in favour.</p>
<b>4</b>	<p><b>Committees and responsibilities:</b></p> <p>To consider whether any committees are appropriate for the forthcoming year</p> <p>To appoint Cllrs to lead on, Planning, Finance, flags, policies, fly tipping, parking issues, play equipment, Greens, water course and flooding, staffing and training</p> <p>It was proposed that all leading councillors remain as they are.</p> <p>Proposed Cllr Hickley, seconded Cllr Crame.</p> <p>Planning Committee is Cllr Hickley – residential planning lead and Cllr Crame Industrial planning lead.</p> <ol style="list-style-type: none"> <li>i. Finance: Cllr Cole</li> <li>ii. Flags: Cllr Cole</li> <li>iii. Policies: Cllr Crame reviews once written by the Clerk.</li> <li>iv. Fly tipping: Cllr Gibbons</li> <li>v. parking issues: Cllr Patel</li> <li>vi. play equipment (subcommittee): Cllr Gibbons and Cllr Hickley</li> <li>vii. Greens: Cllr Cole</li> <li>viii. water course and flooding: Volunteer flood Warden Mr Parker</li> <li>ix. staffing and training: Cllr Crame, Cllr Cole</li> </ol>
<b>5</b>	<p><b>To appoint representatives to other parish bodies:</b></p> <ul style="list-style-type: none"> <li>• Champney Hall Management Committee</li> </ul> <p>Representatives are Cllr Bovingdon and Cllr Hickley.</p>
<b>6</b>	<p><b>To appoint representatives to appropriate bodies and / or to agree to subscribe where applicable:</b></p> <ul style="list-style-type: none"> <li>• DALC - Cllr Cole</li> <li>• BALC – Cllr Cole</li> <li>• LAANC – Cllr Crame</li> <li>• Neighbourhood Action Group – Cllr Hickley, Cllr Crame</li> <li>• RBWM Flood Forum – Cllr Crame and the Horton Flood Warden Duncan Parker.</li> <li>• Library and Coffee Morning – Cllr Hickley</li> </ul>
<b>7</b>	<p><b>To note the following annual or long-term contracts have been awarded:</b></p> <ul style="list-style-type: none"> <li>• Greens maintenance – Garden Designs</li> </ul>

	<ul style="list-style-type: none"> <li>• Internal Auditor – Auditing Solutions</li> <li>• Payroll Services – My Controller</li> <li>• Web hosting – Vision ICT</li> <li>• Insurance - Hiscox</li> </ul>
8	<p><b>Clerk and RFO's salary:</b></p> <ul style="list-style-type: none"> <li>• The Clerks salary continues to follow the NJC scales and the clerk is paid on scale 24 as per the points calculation at recruitment. The Clerk receives a full-time equivalent salary of £29,174 as of April 2021. The amount for the part time clerk annually is £11,825.</li> </ul>
9	<p><b>Chair's allowance:</b> to agree the Section 137 permitted expenditure by the chair This is to remain the same at £250</p>
10	<p><b>Banking arrangements.</b> To agree the 'banking arrangements' for the year and to agree any changes to the nominated signatories. The former RFO access can now be removed as the internal audit is finalised. All of the Councillors with access that does not work should be removed and re-added by the Clerk.</p>
11	<p><b>Insurance Cover.</b> To note the proposed insurance cover and decide whether it is adequate – The policy from last year was renewed as no changes have been made. £1,294.97 agreed at the April meeting. To agree the payment of the Insurance Premium – as the due to date was prior to the meeting the Hiscox Insurance has been renewed with the Policy agreed at the April Council Meeting.</p>
12	<p><b>Audit Requirements</b> Annual Governance and Accountability Return for the Year ending 31 March 2021.</p> <ul style="list-style-type: none"> <li>• To receive a report from the Clerk and the RFO.</li> <li>• To note the Annual Internal Audit Reports from the Internal Auditor (if available).</li> <li>• To review Section 1 (Annual Governance Statement 2018/19) of the Annual Return.</li> <li>• To review Section 2 (Accounting Statements 2018/19) of the Annual Return.</li> <li>• To approve the current reserves</li> </ul> <p>All available to councillors and had been approved at the May Council meeting. Proposed Cllr Hickley. Seconded Cllr Bovingdon. All in favour.</p>
13	<p><b>Councillors' Declarations of Pecuniary Interest:</b> to be distributed and signed in front of the clerk (when practicable) Clerk to bring them to June meeting.</p>

Meeting Closed 20:15