

Annual Meeting of the Council

Minutes of Annual Council Meeting held at Bossingham Village Hall
on Tuesday 13 May 2025 at 6.30pm

1. Appointments

i. Appointment of Chair

Cllr Nick Waldron was elected as Chairman:
proposed by Cllr Simon Warner, seconded by Cllr Angela

ii. Appointment of Vice Chair

in the absence of Cllr Rob Richardson, it was agreed to defer appointment until July meeting.

The Clerk informed Councillors that she aims to retire in January 2026 after 15 years as Parish Clerk. A job description and advert for the role will be prepared for the July meeting.

2. Apologies and absences

Attending: Chairman Nick Waldron, Cllr Angela Waldron, Cllr Simon Warner, Clerk/RFO Clare Hamilton. Apologies: Cllr Rob Richardson.

3. Councillors' Acceptance of Office and Code of Conduct, and declarations of Disclosable Pecuniary Interests

Councillors' acceptance of the Code of Conduct: no changes

Councillors' Acceptance of Office: no changes

Councillors' Disclosable Pecuniary Interests: Chairman provided updated DPI form.

4. Minutes of Annual Meeting of the Council held on 14 May 2024

It was resolved unanimously to accept the Minutes of the Annual Meeting of the Parish Council held on 14 May 2024, proposed by Cllr Angela Waldron, seconded by Cllr Simon Warner.

5. Annual Governance Statement & Accountability Return 2024/25

a. Annual Internal Audit Report

The Internal Audit was carried out by Jon O'Connor on 6 May 2025. A recommendation was made to: Update the assessment of risk in achieving the PC's objectives and to review the adequacy of arrangements to manage these risks. Clerk and Cllr Simon Warner will meet to discuss this.

b. Annual Governance Statement 2024/25

It was resolved unanimously to approve and sign the Annual Governance Statement for the year ended 31 March 2025.

c. Accounting Statements for the year ended 31 March 2025

It was resolved unanimously to approve and sign the Accounting Statements for the year ended 31 March 2025.

d. Exemption from Limited Assurance Review

Upper Hardres Parish Council certifies that during the financial year 2024/25, income and expenditure was less than £25,000 and it met the full criteria for exemption from a Limited Assurance Review.

It was resolved unanimously to complete and sign the Certificate of Exemption for the year ended 31 March 2025.

e. Exercise of Public Rights

The period for the Exercise of Public Rights was confirmed as 3 June-14 July 2025.

6. The Budget for 2025/26 was approved at the November 2024 meeting.
7. **Financial Regulations** no change.
8. **Banking arrangements** no change.
9. **Insurance review and renewal quotation**
2025/26 is the 2nd year of a 3 year Long Term Agreement with Clear Councils Insurance.
Renewal Premium of £684.09 (£510.74 last yr) is payable by 31 May.
It was resolved to pay Clear Councils Insurance invoice LCO02083.
10. **Policies and Procedures** no change.
11. **Bossingham Playing Field**
Chairman and Cllr Simon Warner have reviewed maintenance priorities for the playing field.
12. **For information**
- Ordinary Meeting follows on from this meeting
 - Annual Parish Meeting follows at 7.30pm.

This concludes Annual Meeting Business.

Signed..... Nick Waldron, Chairman, May 2026

Chairman Nick Waldron

Parish Clerk Clare Hamilton

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