

**DRAFT**

**Minutes of the Annual Meeting of the Duddington-With-Fineshade Parish Council held at the Village Hall on Tuesday 16th May 2023 immediately following the Annual Parish Meeting.**

**Present:**

Mrs S Parsons (Chairman)  
Mrs M Scott  
Mr J Waldock  
Mrs R Spencer Jones  
Mr R Holder

Richard Reed – Clerk to the Parish Council

There were no residents in attendance.

**AM/23/01 Election of Chairman and Declaration of Office**

Councillor Mrs Parsons was nominated for the office of Chairman, proposed by Cllr. Mrs M Scott and seconded by Cllr. Mrs Spencer-Jones and carried unanimously. As there were no further nominations, Cllr. Mrs Parsons was elected to serve as Chairman for the forthcoming year.

**AM/23/02 Election of Vice-Chairman and Declaration of Office**

Councillor Holder was nominated in his absence for the office of Vice-Chairman, proposed by Cllr. Mrs. S Parsons and seconded by Cllr. Mrs R Spencer-Jones and carried unanimously. As there were no further nominations, Cllr. Holder was elected to serve as Vice-Chairman for the forthcoming year.

**AM/23/03 Apologies**

Apologies had been received from Cllrs. Mrs D George, Mrs S Hackett, NNC Cllrs. Helen Harrison and Jason Smithers.

Cllrs. Mr J Maunder Taylor would be late arriving.

**AM/23/04 Election of Responsible Finance Officer**

The Clerk was nominated to continue in the role of RFO.

Proposed, Cllr. Mrs M Scott seconded Cllr. Mr R Holder.

There being no further nominations, the Clerk was elected to continue in the role of RFO.

**AM/23/05 Appointment of Independent Auditor**

Mr Ian Arnott was nominated as Independent Auditor for 2023/24. Proposed Cllr. Mrs S Parsons, seconded Cllr. Mrs M Scott.

**AM/23/06 To agree Terms of Reference and delegation arrangements for any sub committees**

It was agreed that the present arrangements of no sub-committees would continue.

**AM/23/07 To Receive nominations for sub-committee membership**

See AM/23/06 above.

**AM/23/08 To agree council representation on other bodies and any other representation.**

There was some uncertainty over the Joint Action Group at the moment and this would be reviewed in due course.

**AM/23/09 To agree meeting dates for 2023/24**

It was agreed that the Parish Council will continue to meet on the first Tuesday of February, April, August, October and December. The Annual Parish Meeting, Annual Meeting and Ordinary Meeting will be arranged for a date in May. Meetings will commence at 7:30.

**AM/23/10 Items requiring urgent attention, for information or for future agendas**

Nothing at this time

In the absence of any other business, the Chairman declared the meeting closed at 7:57pm.

Chairman

Date