

Annual Meeting of Dalton Piercy Parish Council
Meeting held: 7.00pm on Thursday 12th June 2025 at Elwick WI Hall

Minutes

Chair: Cllr Lyn Noble

Clerk: Charlie Porritt

Also Present: Cllrs: C. Grylls, J. Middleton, M. Patrick, S. Savage
Three members of the public

1. Welcome and Introductions

Cllr Noble welcomed people to the meeting as temporary chair in Cllr Ireland's absence.

2. Apologies

Cllr M. Ireland and Cllr A. Timothy

3. Election of Chair

Cllr Noble proposed Cllr Jeremy Middleton for Chair. Cllr Grylls seconded, elected by majority. Cllr Middleton will liaise with clerk to sign Acceptance of Office at a later date.

4. Election of Vice-Chair

Minna Ireland, proposed by Jeremy Middleton, seconded by Mike Patrick. Elected by majority. M. Ireland not present at meeting; Acceptance of Office to be signed at later date.

5. Review of Standing Orders, Financial Regulations and other Policies

Standing Orders and current financial procedures approved.

Not all contractors have returned their risk assessment/insurance policy details to clerk; temporary pro-forma to be created on a job-by-job basis from July.

6. Banking Arrangements

Cllr Ireland, Noble and Patrick are authorised signatories. Agreed no change to this needed. Clerk requested view-only access to online banking to increase efficiency in her role as Responsible Financial Officer. To be discussed at a later date.

7. To note the Asset Register dated 31st March 2025

Clerk highlighted some errors on asset register that came to light during internal audit:

- a. HP Laptop and Printer/Scanner (acq. 2018, valued £350 & £50 respectively) are on register. Cllr confirmed that DPPC are no longer in possession of these. Action: Clerk to remove these from Assets register.
- b. Epson printer in Clerk's possession is not listed on Assets register. DPPC Minutes of April 2024 state that it was to be added to asset register; current clerk could find no evidence of purchase, or purchase price to accurately update printer to register. Action: Cllr Noble to search her records for proof of payment.
- c. The valuation for the new trough and pump (2025) at the value of the amount paid out by the insurance company (£953.40) is incorrect as it includes labour. Action: trough and pump to be revalued at cost (£499).

Clerk will make the highlighted changes on updated asset register to be dated as of June 2025.

8. To approve the Risk Register dated 1st April 2025

No changes or concerns.

9. Insurance cover

- a) Three year fix has one year remaining. Current cover still considered adequate.
- b) Payment of premium was made prior to meeting. Councillors happy with the cost (£527.91)

10. Annual Governance and Accountability Return for the Year ending 31st March 2025

- a) Accounts received back from internal auditor. Councillors happy with auditors comments; to be addressed in detail at 12th June 2025 regular Parish Council Meeting.
- b) Clerk was appointed as Responsible Financial Officer for year 2025/26

11. Appointment of Internal Auditor for the year 2024/25 and agree remuneration

Auditor was Leanne Blakemore, same as 2024. Councillors approved payment of £120.

Meeting closed at 7:26pm