**WEDNESDAY 21st MAY 2025**

The Annual Parish meeting of the Haile and Wilton Parish Council was held on Wednesday 21st May 2025, in Haile Village Hall 7.00 pm.

**PRESENT** Eva Watson-Graham

 David Riley

 Michael Garstang

 Paul Sutton

 Lesley Fowler – Clerk/financial officer

# CHAIR’S REPORT

Eva had kindly prepared a report (as we currently have no chair). She went into great detail about what has happened over the past 12 months. Gordon resigning had an impact and he was thanked for his commitment and hard work. Michael and Paul were welcomed back to the fold which should now ensure that future meetings can go ahead without problem. The clerks’ salary overpayment has now been rectified and an external company will now be used for quarterly payroll.

We had and internal web-based audit which picked up a few recommendations, these have now been actioned and an independent audit of the year end accounts has been carried out.

A new website is in progress which should be available soon.

Community initiatives included a Christmas tree and lights at Haile Church, planting of trees, and the refurbishment of the milk stand at Wilton – milk churns to follow.

# APPOINTMENT OF OFFICERS/DECLARATION

Eva was voted in as the new chair and she agreed to hold the position for the next 12 months. Paul was voted as vice-chair and will take over the role as chair at the next AGM.

The declaration of office was signed by Eva.

# MEMBER’S INTERESTS

There were no changes to the member’s interest forms held for Eva and Dave. The clerk to forward new completed forms from Paul and Michael.

# INSURANCE

It was agreed to renew the insurance with Zurich Municipal. The premium of £283.53 covers public and employer’s liability. There has been no increase for the last six years in premium.

# CALC MEMBERSHIP FEES

It was agreed to renew the membership with CALC at a cost of 206.19 (an increase of £8.24 on last years fee).

**HIRE OF VILLAGE HALL**

An invoice was received for hall bookings from May 24 – February 25 for £126.

**VILLAGE HALL CONTRIBUTIONS**

It was agreed to delay this contribution until events have been firmed up in the diary.

# GRASS CUTTING

It was agreed to make a contribution of £350 towards the grass cutting at the church.

**AUDIT**

The completed accounts were presented and agreed. The council accepted: -

Section 1 – Accounting statements 2024/25

Section 2 – Annual governance statement 2024/25 (Yes was answered to all questions with the exception of No 9 which was N/A)

Explanatory notes and bank reconciliation were also agreed.

An internal audit has been carried out by Scott Thornley (CALC) – the only point picked up was that our policy documents i.e. risk assessment, standing orders, financial regulations weren’t reviewed annually, this will be looked at and included in future audit agenda.

# CLERK’S SALARY & EXPENSES

NALC haven’t yet reviewed the pay rates, but they are currently £14.84 (SCP14). The clerk will be paid quarterly going forward and paid for 152 hours per year.

The clerk submitted expenses totalling £129.66 which were agreed.

# BANK BALANCE

The account balance at 30/4/25 was £10,830.15. This amount includes the £4500

# RISK ASSESSMENT

The risk assessment and asset register were reviewed and no changes made.

**FINANCIAL REGULATIONS**

Scott had kindly sent a copy of the regulation he currently uses. Although they are very detailed, we can remove what doesn’t apply to us and approve at a future meeting. The clerk agreed to look through the document and amend as required.

**CHAIR:**

**DATE:** TIME - 0.5 hour