**CUTSDEAN PARISH COUNCIL ANNUAL MEETING**

[www.cutsdeanparishcouncil.co.uk](http://www.cutsdeanparishcouncil.co.uk)

**Clerk to the Council: Claire Butler, West Barn Farm, Cutsdean, Cheltenham, GL54 5RX**

Email: [claireloubutler@outlook.com](mailto:claireloubutler@outlook.com)

**MINUTES OF MEETING**

**St James Church, Cutsdean, Cheltenham, Gloucestershire, GL54 5RX – 10th May 2022 at 6.30pm**

1. Present at this meeting – Cllr Butler, Cllr Beetson, Cllr Wright, Cllr Smith, Cllr Mackenzie-Charrington. Apologies -. Cllr Keeling, Cllr Clark
2. Election of Chairman – All agreed that Cllr Butler was to stay on as Chairman for another term.
3. All agreed that Cllr Smith was to be elected as Vice Chairman.
4. Declarations were signed for the election of Chairman and Vice Chairman.
5. Annual Review of Policies:
   1. Standing Orders
   2. Financial Regulations
   3. Risk Management Schedule
   4. Privacy Notice
   5. Code of Conduct

All Cllrs asked to review and confirm agreement with these documents.

1. Declaration of Interests – emailed to all – no requirement to complete if no changes to report.
2. The minutes from 15th March 2022 were reviewed and agreed by all.
3. Matters arising:
   1. Defibrillator – So far, we have raised approximately £800 – this is a way short of what we need. Update at our next meeting.
   2. Jubilee – we have been invited to both Stanway’s and Temple Guiting’s celebrations – flyer circulated to the village.
4. Report from Cllr Mackenzie Charrington – see separately.
5. Report from Clerk:
   1. Insurance renewal – all agreed to renew the insurance with existing provider.
   2. Asset register – reviewed and agreed. Cllr Smith has carried out some repairs on the noticeboard.
   3. Previous Audit Report – report has been reviewed by the Clerk and changes have been made accordingly. The report is available upon request.
6. Financial Report:
   1. Clerks Wages and HMRC payment agreed, and cheque signed.

Financial spreadsheet presented to all and agreed.

1. Public Adjournment – none present.
2. Planning – nothing new to note.
3. Correspondence – none to review.
4. AOB – nothing to note.
5. Date of next meeting – 12th July 2022 at 6.30pm – venue to be confirmed.

Meeting closed at 19.30pm

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By email: Denny Beetson, Ted Smith, Matthew Butler, Chris Clarke, Nigel Moor,David Wright, Cllr M Mackenzie-Charrington, Cllr R Keeling

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