

# CASTLE SOWERBY PARISH COUNCIL

Clerk: Rachael Kelly, 29 Greystoke Park Avenue, Penrith, Cumbria, CA11 9DB. Tel: 07456 467420;  
parishclerk@castlesowerby.org.uk; www.castlesowerby.org.uk

## Minutes of Castle Sowerby Parish Council Annual Meeting held virtually at 7.16pm on Tuesday 4 May 2021

**Parish councillors present:** Philippa Groves (Vice-Chairman), Sid Ashbridge & Michael Strong

**Others:** 1 member of the public

<b>01/2021</b>	<b>Election of Chairman</b> Cllr Richard Little was elected as Chairman																				
<b>02/2021</b>	<b>Election of Vice Chair</b> Cllr Philippa Groves was elected as Vice Chair																				
<b>03/2021</b>	<b>Signing of declaration of office by Chair &amp; Vice Chair</b> Noted																				
<b>04/2021</b>	<b>Apologies</b> Cllr Helen Kerry Cllr Stephen Crowsley Cllr Jonathan Stalker Cllr Tom Wentworth-Waites																				
<b>05/2021</b>	<b>Minutes of last Castle Sowerby Parish Council meeting</b> The Chairman was authorised to sign, as a correct record, the minutes of the Parish Council Meeting held on 18 March 2021 ( <i>previously circulated</i> )																				
<b>06/2021</b>	<b>Declarations of Interest/requests for dispensation</b> None																				
<b>07/2021</b>	<b>Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)</b> None																				
<b>08/2021</b>	<b>Public Participation</b> None																				
<b>09/2021</b>	<b>Policies</b> It was resolved to adopt the below: Financial Regulations Asset Register Code of Conduct Complaints Procedure Freedom of Information Policy & Publications Scheme Risk Management Policy & Protocol Data Protection Policy Health & Safety Policy Equality and Diversity Policy Disciplinary and Grievance Procedure Standing Orders Communications Policy Serious Infectious Disease Policy - New policy																				
<b>10/2021</b>	<b>Financial Matters</b> The below payments were considered and authorised: <table border="1" data-bbox="327 1832 1264 2029"> <thead> <tr> <th>Date</th> <th>PAYEE</th> <th>Budget line</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>04/05/2021</td> <td>R Kelly</td> <td>Salary</td> <td>£ 141.26</td> </tr> <tr> <td>04/05/2021</td> <td>R Kelly</td> <td>Expenses</td> <td>£ 29.19</td> </tr> <tr> <td>04/05/2021</td> <td>R Carter</td> <td>Internal Audit</td> <td>£ 50.00</td> </tr> <tr> <td>04/05/2021</td> <td>HMRC</td> <td>Salary</td> <td>£ 35.20</td> </tr> </tbody> </table>	Date	PAYEE	Budget line	Value	04/05/2021	R Kelly	Salary	£ 141.26	04/05/2021	R Kelly	Expenses	£ 29.19	04/05/2021	R Carter	Internal Audit	£ 50.00	04/05/2021	HMRC	Salary	£ 35.20
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	04/05/2021	CALC	Subscription	£ 141.87
	04/05/2021	Zurich	Insurance	£
	The cash book to date was noted. The audit was discussed and the Chairman was authorised to sign the Exemption Certificate, Annual Governance Statement and the accounting statements.			
<b>11/2021</b>	<b>Date of next meeting</b> – the next meeting is 22 July 2021			

The meeting was closed at 19.40pm

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<b>APM1</b>	<b>Apologies</b> Cllr Helen Kerry Cllr Stephen Crowsley Cllr Jonathan Stalker Cllr Tom Wentworth-Waites
<b>APM2</b>	<b>Minutes</b> The Chairperson was authorised to sign the minutes of the previous parish meeting.
<b>APM3</b>	<b>Open question time</b> None

The meeting was closed at 19.16pm