

# DENTON with WOOTTON PARISH COUNCIL

## ANNUAL MEETING OF THE COUNCIL (AGM)

20<sup>th</sup> May 2024 at 7pm at Denton Village Hall

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**In Attendance:** Cllrs Terry Hodges, Allyn Thomas, Bob Akehurst, Penelope James and Helen Roberts.

**Clerk:** Steph Woods

## MINUTES

### 1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR THE COUNCIL YEAR 2024/2025

Cllr Thomas nominated Cllr Hodges for the role of Chairman which was seconded by Cllr Akehurst. No further nominations were received so Cllr Hodges was elected as Chairman.

Cllr Akehurst nominated Cllr Thomas for the role of Vice Chairman which was seconded by Cllr Hodges. No further nominations were received so Cllr Thomas was elected as Vice Chairman.

Both signed the declaration of acceptance which was witnessed and signed by the Clerk.

### 2. THE CHAIRMAN'S REMARKS AND APOLOGIES FOR ABSENCE

Cllr Hodges thanked the Members and looks forward to another year with the Parish Council. Apologies were received from Kent Police PC Chris Bates. Cllr Roberts was delayed to the meeting.

### 3. MINUTES OF THE LAST ANNUAL MEETING – 22<sup>ND</sup> MAY 2023

Agreed as a true and accurate recording of the meeting, proposed by Cllr James, seconded by Cllr Thomas – ALL AGREED AND SIGNED BY THE CHAIRMAN.

### 4. DECLARATIONS OF INTEREST (Declarations of Disclosable Pecuniary Interests and Other Significant Interests and Voluntary Announcements of Other Interests of any changes to the DPI register held at Dover District Council)

None were received.

### 5. FINANCE

#### a) Annual Internal Audit

This has been completed and circulated to all Councillors. There were no problems identified during the internal audit and the Statement of Internal Control for the year ending 31<sup>st</sup> March 2023 was signed by the Chairman and Clerk. The document will be put onto the Parish Councils website as part of the 2023/24 Annual Finances.

b) Certificate of Exception

This was signed by the Chairman and Clerk. The Clerk will email this to Mazar's, the external auditor, with the other information they requested.

c) Annual Governance Statements for 2023/24

This was signed by the Chairman and Clerk and will be put onto the Parish Councils website as part of the 2023/24 Annual Finances.

d) Accounting Statements 2023/24

The annual bank reconciliation was signed by the Chairman and the Clerk. The Explanation of significant variances in the accounting statements – AGAR Section 2 for 2023/24 was circulated and agreed by all. Both documents will go onto the Parish Councils website as part of the 2023/24 Annual Finances.

e) Payments and Receipts: Bank Balance as of 15<sup>h</sup> May 2024: £29,207.99 (Including grants and reserves)

Receipts:

DDC Precept - £14,109.00

KCC Members Grant - £1,750.00

Unity Trust Bank – Credit Interest - £104.22

Payments:

Jakk County Furniture – Noticeboards - £2,624.02

Allyn Thomas – Reimbursement of paint for Telephone Box - £208.27

Hugo Fox – Website Provision (Feb – May) - £47.96 (four payments of £11.99pm)

Clerk Salary (Feb-Apr)

HMRC – PAYE (Clerk) - £50.33

DDC Planning – Application Fees - £353.00

Unity Trust – Fees - £18.02

1 & 1 – Email provider (Mar – May) - £12.60 (three payments of £4.20pm)

Bell Brush - Litter Picking Equipment - £262.32

R Edwards – Maintenance of Denton Village Green – £64.00

ICO Annual Fee – £40.00

KALC Annual Subscription - £236.77

Stephanie Woods – Reimbursement Plaque Coronation Bench - £13.98

Allyn Thomas – Reimbursement for email accounts (Apr-Feb) - £35.40

The above payments were proposed by Cllr James and seconded by Cllr Roberts. ALL AGREED.

It was raised that there has been no plaque provided to Wootton Village Hall for the bench donated by the PC for the Kings Coronation last year. Clerk to order one and have delivered to Cllr James. Cllr James updated that the new noticeboards are expected next week. Storage has been arranged for the Wootton one with an estimated of approximately £40 for fitting. It was agreed to also deliver the Denton one with the Wootton one so they can be stored together. It was suggested that we leave the current Wootton noticeboard up for villager use and was agreed it could be donated to the Wootton & Denton Recreation Ground who were happy to put up for everyone to use.

Cllr Roberts proposed to always keep £3,000 in current bank account and the rest of the funding in the savings account. This was seconded by Cllr James and ALL AGREED.

f) Annual Insurance Renewal

Cllr Thomas proposed to go ahead with the insurance renewal with Zurich Insurance for £363.00 and this was seconded by Cllr Akehurst. ALL AGREED.

The new road signs for Wootton was raised by Cllr James and the Clerk reminded everyone that only KCC can supply and install the signs and it needs to be raised on the update HIP and then discussed with KCC. Clerk to progress this with KCC.

6. **CLOSE**

There being no further business, the meeting closed at 19:31.