

ANNUAL MEETING

Minutes and Action Points

Date / Time: Thursday 15th May 2025, 8.00pm

Location: Wallington Village Hall

Councillors Present: Kate Heath (KH) – New Chair, Jenny Barlow (JB) – Ex-Chair, Graham Lamb (GL), Sue Lewis (SL)

In attendance: Mark SG Hopley (MSGH) - Clerk, Michelle Hopley (MH) – Clerk & 1 member of the public

Item	Description	Status / Action
25/017	To Elect Chair for 2025-26 - Kate Heath was proposed by JB and seconded by SL as Chair for 2025/26 - Carried unanimously. - KH signed the Declaration of Acceptance Form which was witnessed by the Proper Officer, MSGH.	
25/018	To receive and accept apologies for absence Steve Pettyfer	
25/019	Declarations of interest and dispensations a) To receive declarations of interest from councillors on items on the agenda - None. b) To receive written requests for dispensations for declarable interests - None. c) To grant any requests for dispensation as appropriate - NA	
25/020	To Confirm Responsible Financial Officer (RFO) Mark Hopley was confirmed as RFO.	
25/021	To Consider the Financial Reports for the Year Ending 31 March 2023 - Financial Reports were distributed in advance of the meeting to the Parish Councillors. - There was a question raised about which salt bin belonged to the Parish Council and which was owned by NHDC – KH thought that the yellow Wallington salt bin was council owned and the Rushden black bin was owned by the Parish Council. The asset register will be updated to reflect that one salt bin is owned by the Parish Council. - Financial Reports were <i>unanimously accepted</i>. - The financial reports including those going back to 2018-19 can be found on the Parish Council website.	MH
25/022	To Consider / Approve the Annual Governance Statement (Annual Governance and Accountability Return (AGAR) 22/23 Form 2 - Page 5) - AGAR distributed in advance of meeting to Councillors. - Resolved to approve the Annual Governance Statement. <i>Unanimously accepted.</i> - KH (Chair) and MSGH (Clerk) signed AGAR Page 5.	
25/023	To Consider / Approve the Accounting Statements (Annual Governance and Accountability Return (AGAR) 22/23 Form 2 - Page 6) Resolved to approve the Accounting Statements. <i>Unanimously accepted.</i>	

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	- KH (Chair) and MSGH (RFO) signed AGAR Page 6.	
25/025	To Consider / Approve the Internal Audit Report (Annual Governance and Accountability Return (AGAR) 22/23 Form 2 - Page 4) - Signed Internal Audit Report distributed in advance of meeting to Parish Councillors. - The Internal Audit was carried out by Andy Nunn. - Resolved to approve the signed Internal Audit Report. <i>Unanimously accepted.</i>	
25/025	Formal Declaration that Rushden and Wallington Parish Council are an exempt authority (Annual Governance and Accountability Return (AGAR) 22/23 Form 2 - Page 3) - <i>Unanimously accepted</i> that R&WPC are an exempt authority. - KH (Chair) and MSGH (RFO) signed AGAR Page 3	
25/026	Review Risk Register - The only change to the register that was proposed prior to the meeting was that the clerk is to confirm that the precept has been received each year. - Updated item to ensure that as a Parish Council we comply with all of our insurance requirements, not just having insurance in place but making sure that if the Parish Council made a claim that we could prove that we had complied with all of our insurance requirements. - This item came about as a result of the tree collapse in Wallington. It became clear that if we had made a claim then we would have had to have shown that we had a suitable tree maintenance programme in place. We would have been able to prove this but the Parish Council need to be aware and raise concerns if, throughout the year, there are situations that arise that require a change to our processes and record keeping. - It was suggested that we should pass these comments onto the trustees of both the Rushden Manor Trust and the Wallington Common Trust - <i>Unanimously accepted.</i>	ALL MH
25/027	Review Standing orders including Finance Regulations, Planning Process and code of conduct. - No changes in the last 12 months.	
	Confirm date of next Annual meeting and any items to be included on that agenda - Thursday 14th May 2026.	
	The Chair closed the meeting at 8.20pm.	