**Crawley Parish Council**

**Minutes of Annual Meeting of the Parish Council**

 **held at 7.00pm on 22nd May 2024**

1. Present: Cllrs Heather Northam, Mark McCappin, Isabel Webb, Michelle Hill; Sue Bremner-Milne (Treasurer); Sheena Derry (Secretary); Liam Walker (OCC and WODC); Parishioners Lewis Ross, Jane Harris (Social Committee); Liv Watts. Liv moved to the village recently and would like to get involved, possibly taking over the role of Treasurer.
2. Apologies: Colin Dingwall has resigned.
3. Declarations of interest: None
4. Election of Chair. HN was happy to stand again. MM proposed re-election and IW seconded. HN was elected as Chair for 2024-25.
5. Minutes. The Minutes of the meeting held on 27th March 2024 will be formally approved at the next parish council meeting in July.
6. Treasurer’s Report and approval of the Year End Accounts (2023-24). SB-M had circulated relevant draft documents for the Annual Governance and Accountability Return (AGAR) to the councillors beforehand.
	1. Certificate of Exemption. The PC is required to formally agree that the parish is exempt from external audit on the grounds that neither our income or expenditure exceeded £25,000 last year, and we are not subject to any concerns regarding our financial conduct. Proposed by MM, seconded by IW. Signed by HN.
	2. Annual Internal Audit Report. This was undertaken by Jane Harris and certified that we met all applicable internal audit control objectives.
	3. A summary of financial activity for the 2023-24 financial year was provided.
	4. The Asset Register is unchanged from last year.
	5. Councillors voted to approve the accounts.

SB-M will submit relevant documents to WODC before July.

1. Risk Register. Following review, it was decided to add a category for Village Maintenance. A summer work party will be arranged to encourage others to help with the maintenance tasks.
2. Matters Arising.
	1. The 20mph speed limit for the village is now under consultation. Parishioners have been encouraged to respond by 7th June.
	2. MH attended the OALC “Talking Tables Training Day – Council Assets” in Wallingford on 16th May and found it useful. She will summarise her thoughts for the next meeting. It is now a statutory requirement for parishes to consider nature recovery. We should try to map areas of interest/value and organise a group of interested parishioners to get involved.
3. Future Dates. It was agreed to continue with meetings on the 4th Wednesday of every other month, at 7.00pm.

July 24th 2024; September 25th 2024; November 27th 2024; January 22nd 2025; March 26th 2025.