

# West Auckland Parish Council

Minutes of Annual General/Public Meeting held Tuesday, 2<sup>nd</sup> May 2023 at 7.00 pm,  
Parish Community Room, Monteith Close, West Auckland

**Present:** Cllr G Smith, Chairman  
Cllr E Farrer, Deputy Chairman  
Cllr L Adamson  
Cllr K Bolton  
Cllr J Curl  
Cllr T Horsman  
Cllr M Roberts  
Cllr W Robinson  
Cllr N Simpson  
Cllr C Smith  
Cllr H Stott

## 7.00 pm **Annual Public Meeting** – Chairman’s Report

The Chairman’s report was provided as part of the Annual Report.

7.30 pm Annual General Meeting Agenda - (to immediately follow Annual Public Meeting)

### **23.41 Election Of Chair and signed Acceptance Of Office & Code Of Conduct for the coming year.**

Cllr George Smith was nominated and agreed to remain as Chairman for the coming year.

### **23.42 Parish Councillors to sign Acceptance Of Office & Code Of Conduct.**

All Parish Councillors present signed their Acceptance as required.

### **23.43 Election of Vice-Chair**

Cllr Ed Farrer was nominated and accepted the position of vice-Chairman for the coming year.

### **23.44 To agree Annual Subscriptions**

It was resolved that the following subscriptions will continue to be paid.

- Ordnance Survey
- Stockton Darlington Railway
- County Durham Association of Local Clerks (CDALC)
- Information Commissioners Office (ICO)

### **23.45 To accept apologies for absence**

Apologies were received from Cllr J Pattison.

### **23.46 To confirm minutes of meeting held Monday, 3<sup>rd</sup> April 2023**

The Minutes of the previous meeting were approved and signed accordingly.

### **23.47 Clerks' Correspondence**

The Clerk advised that, on registering for Employer Online Services during the past year, it has become evident that the HMRC system has a duplication error dating back to 2017-2018 for West Auckland Parish Council. This appears to have occurred due to the HMRC Basic Tools for pay as you earn (PAYE) being installed onto a replacement laptop part way through the financial year. The Clerk is following up to resolve the issue and is awaiting complete payroll for 2017-2018 from the Employers Online Service to update the year. Employer Online Services recommend raising a dispute if the error cannot be corrected manually. The 2017-2018 error has followed through subsequent years; it is creating an overdue payment message and accruing interest which should be cleared once the duplicate submissions are corrected/dispute resolved.

It was confirmed that, as a BT telephone line is no longer required to have wifi, standalone wifi will be installed into Monteith Parish Room for a 2-year contract at a cost of £27 per month plus VAT; anyone visiting the premises will have access with the code made available on the notice board.

### **23.48 To review/amend Standing Orders, Financial Regulations, Risk Assessments, Asset Register & GDPR**

It was resolved no updates are required to the above.

### **23.49 To consider adoption of Power of Competence for the coming year and agree/update the Statement of Intent**

The Power of Competence and Statement of Intent were adopted.

### **23.50 To receive any items for Monday, 12<sup>th</sup> June 2023 meeting**

- Hedgehog highway
- Village green maintenance