

MINUTES
Steep Parish Council Annual Meeting
Monday 13th May 2024 at 8.15pm

Present: Cllrs. Jenny Martin (in the Chair), Terry Cook, Charlotte Duthie, Freddie Holmes, Robin Hollington, Shannon Askew, Harriet Waley-Cohen, Paul Garstin, Alison Driver

Also present: Sandra Humphrey, Clerk
7 members of the public (MoP)

Minute	Item
AM24/01	Apologies for Absence none
AM24/02	Nominations for Chair Resolved: Jenny Martin was elected as chair for the ensuing year.
AM24/03	Nominations for Vice-Chair Resolved: Freddie Holmes was elected as vice-chair for the ensuing year with 5 votes to 4.
AM24/04	Declarations of Interest The declaration from the agenda was read to all.
AM24/05	Approval of Minutes Resolved: The minutes of the Parish Council meeting of 15th May 2023 were approved as an accurate record, as per amendment made at the meeting.
AM24/06	Public Comment: MoP 1 gave thanks to Jenny for being chair.
AM24/07	To appoint a Chair of the Finance Working Group Resolved: Cllr Hollington was appointed as Chair
AM24/08	To appoint a Chair of the Planning Committee Resolved: Cllr Driver was appointed chair.
AM24/09	Review of Standing Orders & Financial Regulations These are 95% correct with amendments needed to cover internet banking. Cllr Waley-Cohen left the meeting at 9.04 pm
AM24/10	Assets Register This was deferred until July meeting.
AM24/11	Risk Register This was deferred until July meeting.
AM24/12	Statement of Internal Controls This was deferred until July meeting.
AM24/13	To review the appointments to the following committees and groups (a) Finance Working Group – Cllrs Hollington, Martin (ex officio), Garstin, Cohen-Waley. (b) Planning Committee – Cllrs Driver, Duthie, Holmes, Askew to continue on Committee. (c) Roads and Traffic Working Group – Cllrs Askew, Driver, Holmes to continue on group. (d) Policies Working Group – Cllrs Holmes, Cohen-Waley, Cllrs Martin and Holmes will look at policies together. (e) Events Working Group – no longer needed.

AM24/14 **To consider existing signatories and adding new signatories on the Council bank accounts**
Resolved: Cllrs Driver and Garstin to be added to the Lloyds account authority.

AM24/15 **A review took place for the Responsible Councillor(s) for the following groups**
(a) Steep Common – Cllrs Askew, Cook, Garstin, Duthie.
(b) War Memorial – To include the memorial bench – Cllrs Waley-Cohen, Askew.
(c) Steep Village Hall – Cllr Hollington.
(d) Footpaths and Rights of Way – Cllr Duthie.
(e) HR & Staffing – Cllrs Hollington, Martin, Waley-Cohen.
(f) Communications (e.g., Newsletter, Website and social media) – Cllrs Waley-Cohen, Holmes.
(g) Ashford Hangers – Cllrs Duthie, Cook.
(h) Lutcombe Pond – This group has finished.
(i) Lengthsman – Cllr Duthie.
(j) I.T. – This group has finished.
(k) Phase 2 Traffic Management project – to be combined with Church Road working group.
(l) Swings at Hays Cottages project – this is not happening.

Cllr Duthie left the meeting at 9.20 pm

AM24/16 **Finance**

(a) To enter in the minutes the approved the bank reconciliation for April

Resolved: approved bank recs were accepted.

(b) To enter in the minutes the approved cheques and direct debits list for May payment – there were none to Approve.

(c) To approve cheques and direct debits for late May payment – there were none to approve.

(d) To note the Actual v Budgeted figures to end of 23/24 – this was discussed at length and agreed with all In

AM24/17 **To review the calendar of meetings for the remainder of 2024 and Parish Drop-In Session**
This will be discussed at the meeting on 20th May 2024

AM24/18 **To agree a date for the next Village Hall Trustee meeting.**
This was agreed to be 17th June 2024

AM24/19 **Date and time for next meeting**
This was agreed for 20th May 2024.

The meeting closed at 9.40pm.