

**BARTON ANNUAL PARISH COUNCIL MEETING MINUTES – DRAFT UNTIL SIGNED**

**HELD 26<sup>th</sup> May 2026 AT BARTON VILLAGE HALL**

**Present: Chair Frank Walsh, VC Jones, Cllr Lee, Cllr Cross, Cllr Burns, Cllr Dobinson. Cllr Wool**

**Charlotte Liversedge-Gell Parish Clerk & three residents**

<b>01 Apologies - with approval for apologies</b>	Cllr Dobinson
<b>02 Election of a Chair</b>	Cllr Jones nominated Cllr Walsh for the position of Chairman, which was seconded by Cllr Wool. There being no further nominations, it was <b>RESOLVED</b> by unanimous show of hands to elect Cllr Frank Walsh as Chairman of the Parish Council for the next 12 months and signed the Declaration of Acceptance of Office
<b>03 Acceptance of Office</b>	Chair Frank Walsh signed Acceptance of Office
<b>04 Election of a Vice Chair</b>	Cllr Walsh nominated Cllr Jones for the position of Vice Chairman, which was seconded by Cllr Lee There being no further nominations, it was <b>RESOLVED</b> by unanimous show of hands to elect Cllr Christopher Jones as Vice Chairman of the Parish Council for the next 12 months
<b>05 Minutes of Previous Meeting</b>	The Minutes of the Annual meeting held on 29th May 2025 were approved and signed as a true and accurate record
<b>06 Appoint RFO</b>	Election/Appointment of Responsible Financial Officer Clerk C Liversedge-Gell was nominated for the position of RFO There being no further nominations, it was <b>RESOLVED</b> by unanimous show of hands to elect Charlotte Liversedge-Gell as RFO of the Parish Council for the next 12 months
<b>07 RFO End of Year Report</b>	Total Income: £44014 Total Expenditure: £36845 Budgeted Expenditure £13876 Variances were the grant received from the National Lottery for £19330 towards playpark improvements, a Grant from NYC for £800 towards a new noticeboard and a VAT refund of £8139 TOTAL £28269 resulting in the variance. Balance as of 31/03/2026 £14924 Full cash flow, Budget v Expenditure and procurement information shared with the PC.
<b>08 Annual Governance &amp; Accountability Return (AGAR)</b>	Annual Governance Accountability Return – AGAR 25/26: 1) Internal Audit Report carried out by Ian Crisp Accountancy. 2) To approve the annual governance statement and accounting statement. The AGAR was prepared by the Clerk: a. <b>Limited Assurance Review:</b> The PC received gross income or incurred gross expenditure exceeding £25,000 & must complete Form 3 of the Annual Governance and Accountability Return. <b>RESOLVED</b> that this criterion is met - statement signed by the Chairman

	<p>b. <b>Section 1 (Annual Governance Statement):</b> The PC acknowledged the review of internal controls and approved/signed Section 1.</p> <p>c. <b>Section 2 (Accounting Statements):</b> The PC approved the accounting statements and were signed by the Chairman.</p> <p>d. <b>Public Rights &amp; Publication:</b> The dates for the Notice of Public Rights and Publication of Annual Governance &amp; Accountability Return were agreed as 3rd June, through to 14th July 2026</p> <p>4) Review, agree and approve the mandatory policies and procedures. It was Resolved for the Clerk to circulate the following procedures/policies for review for 2026/27:</p> <ul style="list-style-type: none"> <li>• Code of Conduct for Councillors</li> <li>• Standing Orders</li> <li>• Financial Regulations</li> <li>• Complaints Procedure</li> <li>• GDPR</li> </ul> <p>Updated IT Policy was agreed and signed by the Chair – to be uploaded onto the website and archived.</p>
<p><b>09 Review/Adopt Policies and Procedures</b></p>	<p>The following Policies were Reviewed/Adopted Policies for 2026/27</p> <ul style="list-style-type: none"> <li>• Code of Conduct for Councillors</li> <li>• Standing Orders</li> <li>• Financial Regulations</li> <li>• Financial Risk Assessment</li> <li>• Internal Control List</li> <li>• Business Continuity Plan</li> </ul>