

WITTON – LE – WEAR PARISH COUNCIL

Minutes of the Annual General Meeting of Witton le Wear Parish Council held on **Monday 12th May, 2025** in the Community Centre, Witton le Wear commencing at **6.15pm**

Present: Councillors H. Murray-Leslie, L Docherty, M Campbell, L Langstaff-Wood

Also Present: M McLaren (Parish Council Clerk) L Bentley, C Hall

AGM 25/01 & 02 Election of Chair

Councillor H Murray-Leslie was re-elected unopposed as chair of Witton le Wear Parish council by the members for the year 2025/26. Proposed by Councillor M Campbell, seconded by Councillor L Docherty.

AGM 25/03 Apologies for absence

P Parsons, C Cook, S Morehead, A Yuill

AGM 25/04 Election of Vice Chair

Councillor Caroline Cook elected as Vice Chair. Proposed by Councillor H Murray-Leslie, seconded by Councillor L Docherty.

AGM 25/05 Appointment of Responsible Financial Officer (RFO)

Members agreed to appoint the Parish Clerk (M McLaren) as the RFO.

AGM 25/06 Bank Signatories

The present bank signatories are Councillors H Murray Leslie, P Parsons with Councillor C Cook setting up BACS payments in her present role as RFO.

It was agreed that the Parish Clerk, M McLaren, will raise all future payments with Councillors H Murray-Leslie and C Cook approving via the banking app.

AGM 25/07 Standing Orders

Councillors agreed to retain the model pro-forma for standing orders, remains unchanged from 2024

AGM 25/08 Financial Regulations

Councillors agreed to continue to retain the CDALC finance regulations, unchanged from 2024.

AGM 25/09 Register of Assets

Full detailed list of assets on WLW Website.

Notice Boards x 3, Telephone Box and Defibrillator, Dog Waste Bag Dispenser, Village sign for trains, Benches x 3, Basket trees x 2, Hanging baskets x 6, Map and frame x 1, Planter troughs x 3. Acceptance Proposed Councillor H Murray-Leslie, seconded by Councillor L Langstaff-Wood.

AGM 25/10 Risk Assessment Statement (Annual Review)

Risk assessment has been refreshed. Available to view on WLW Website.

Acceptance Proposed Councillor H Murray-Leslie, seconded by Councillor L Langstaff-Wood.

AGM 25/11 Unaudited accounts for the year ended 31st March, 2025

Accounts from 04/24 thru 03/25 presented and accepted. Available to view on WLW Website. (Acceptance Proposed HML, Seconded LD)

AGM 25/12 Donations / Microgrants made during 2024/25

Witton le Wear Village Voices £500

AGM 25/13 Dates and times for future meetings

2nd Monday in July, September, November, January, March and May (AGM)

Signed by the Chairman..... H Murray-Leslie Date..... 14/7/25