**Draft Minutes of the Annual Meeting of Little Hoole Parish Council**

**Held on Wednesday 10th May 2023, 7pm, at Walmer Bridge Village Hall**

**In attendance:**

Cllrs L Dryden (Chair), D Owen, J Rainsbury, S Rainsbury, T Wilcock, C Foster, S Evald, Mr P Cafferkey (Clerk & Responsible Financial Officer).

1. **Election of Chair:** Cllr S Rainsbury proposed that Cllr Dryden be elected as Chair. This was seconded by Cllr J Rainsbury. **It was resolved** that Cllr Dryden be elected as Chair.
2. **Election of Vice Chair**: Cllr J Rainsbury proposed that Cllr Owen be elected as Vice Chair. This was seconded by Cllr C Foster. **It was resolved** that Cllr Owen be elected as Vice Chair.
3. **Apologies for Absence:** None
4. **Minutes of the Previous Annual Meeting of the Parish Council:** The minutes of the previous annual meeting of the parish council held on 16th May 2022 were unanimously approved.
5. **Report from Cllr Dryden (as the Chair for 2022/23) on the past year:** Cllr Dryden gave a brief verbal report on the previous year including the successful purchase of new parish council notice boards, the celebrations for the Queen’s Jubilee and the continuing hard work on the Community Garden.
6. **Councillors to Present their Forms of Acceptance of Office:** All councillors completed their “Declaration of Acceptance of Office” which were witnessed by the Clerk and Responsible Financial Officer.
7. **Public Time:** No members of the public were present.
8. **To Acknowledge Receipt of Standing Orders & Financial Regulations:** All Councillors acknowledged that they had received copies of the parish council’s Standing Orders and Financial Regulations.
9. **To Resolve to Review at Future Meetings in the Coming Year: Standing Orders, Financial Regulations, Risk Management Policy, Fixed Asset Register, Insurance Arrangements, Code of Conduct; and any other policies considered necessary.**

**It was resolved** that these policies and procedures, and any other policies considered necessary, would be reviewed during the coming year.The meeting was closed at 19:15 hrs.