**SHOTESHAM PARISH COUNCIL**.

Becmead, Shotesham St Mary, NR15 1UJ 01508550358 clerk.shotesham@outlook.com

Minutes of the Annual Parish Meeting held at 7.30pm of Wednesday 31st of May 2023...

To consider apologies for absence.

Apologies received from DC J Cook and CC A Thomas. Councillors present. H Jackson, J Nott, J Webber, K Dyke and M Dyke.

With the absence of members of the public the meeting was closed by the Chairman.

Copies of the Annual Report will be placed on the village website

After a short break the Annual General Meeting began.

**1.To consider apologies for absence**.

 Apologies received from DC J Cook and CC A Thomas. Councillors present. H Jackson, J Nott,

J Webber, K Dyke and M Dyke

2**. Appointment of Officers**.

The Clerk took the meeting.

i) Appointment of Chairman

*Heather Jackson was appointed as Chairman*

*The Chairman having been appointed took the meeting.*

ii) Appointment of Vice Chairman

 *J Nott was appointed as Vice Chairman.*

iii). Co-option of 2 persons to fill the vacant positions as councillor.

Only 2 people submitted an interest in becoming parish councillors.

S Dinsdale and H Walker were thus appointed

Clerk will ensure the key forms are completed as soon as possible.

iv) The following roles within the parish council were confirmed.

* The Clerk as Finance Officer and Proper Officer.
* The Tree Warden….. Sarah Long
* The four Trustees of Shotesham Common. E Howard, B Fenn, R Harris and A Musgrove. These appointments would be reviewed in two years.
* The Footpath Walker/Coordinator…..Tom Higgin.
* The Internal Auditor…. Mr R Harris.

4**..** Annual Account re 2022/23.

* Certificate of Exemption. Was signed and will be forwarded to the accounting firm.
* The audited accounts for 2022/23.. were confirmed and signed by the Chairman.
* Date of next meeting…set as Tuesday 27thth of June. Meeting would then follow on the first Tuesday in alternate months thereafter.. 1st August, 3rd October etc

5. Other matters arising

* The parish council’s direct involvement in the planning applications with respect to trees would be explored and reported back as soon as possible.
* In future the accounts, after auditing, will be reviewed and ‘signed off’ by the PC.

**J K GOUGH**

**The Clerk**